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ABSTRACT

To provide an effective and available source of data on placement and follow-up of vocational education in Louisiana, a comprehensive follow-up system was designed for collecting information on students in secondary or postsecondary vocational programs from the time they complete or leave with marketable skills until five years following their leaving school. Preliminary forms and procedures were developed, reviewed, revised and field tested. A detailed teacher's guide was prepared and a series of computer programs for information storage and retrieval was developed. Finally, a detailed set of procedures for the operation of the follow-up system was developed to serve as an implementation guide. When implemented, the system has the capability to identify students who have been enrolled in secondary, postsecondary, or adult preparatory vocational programs by occupational objective and secure pertinent information on each student; determine the employment status and other pertinent data on former students and the employment status and an evaluation of the training received; secure an evaluation of former students to function on the job; store all data collected on tape for retrieval; and retrieve selected data as needed and produce required reports. (This report includes steps and sample forms needed for securing and processing data for the student follow-up system. (BM)

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A COMPREHENSIVE FOLLOW-UP SYSTEM OF LOUISIANA'S VOCATIONAL EDUCATION STUDENTS WHO HAVE COMPLETED TRAINING OR LEFT WITH MARKETABLE SKILLS

A Research Report

by

Charles W. Smith
J. C. Atherton
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U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Vocational Agricultural Education
School of Vocational Education
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A COMPREHENSIVE FOLLOW-UP SYSTEM OF LOUISIANA'S VOCATIONAL EDUCATION STUDENTS WHO HAVE COMPLETED TRAINING OR LEFT WITH MARKETABLE SKILLS

INTRODUCTION TO THE STUDY

In the past several years accountability in education has moved to the forefront of the issues to be dealt with in education. The Vocational Education Act of 1963 and the subsequent amendments of 1968 suggest that a system of follow-up and evaluation become an integral part of all vocational education programs in order to efficiently and objectively assess the educational outcomes of such programs.

At a time when both academic and vocational educators in Louisiana are attempting to make the education of young people more relevant through the concept of career education, accountability in vocational education assumes even greater importance.

A comprehensive system of follow-up of vocational education programs is essential if the outcomes of such programs are to be successfully measured in terms of societal needs.

At no time in the history of vocational education in Louisiana has there been a greater opportunity to provide meaningful vocational and technical education for the youth and adults of this state than at the present. Evidences of expanded opportunities include: (1) the financial commitment of the Louisiana Legislature to support both secondary and post-secondary vocational-technical education; (2) the emphasis placed on career education which includes vocational education as a component; (3) the increased interest of the

business-labor-industrial complex in the quantity and quality of occupational education; and (4) the need for more skilled workers to enter Louisiana's expanding economy.

In order to give additional direction to continuing and emerging programs of vocational and technical education in the State, a comprehensive system of follow-up must be instituted by the State Department of Education to provide a data bank of information that is readily accessible to provide answers to the following kinds of questions:

1. Are vocational education programs at the secondary, post-secondary, and adult education levels meeting the vocational education needs of students?

2. Are the students of vocational education programs receiving instruction of sufficient quality and duration to satisfactorily succeed and advance in the cluster of occupations for which they were instructed?

3. What is the current status of graduates of vocational programs?

4. Are students being satisfactorily assisted in making the transition from school to work?

Answers to these kinds of questions cannot be provided on a continuing basis until a statewide comprehensive system of follow-up is developed. Until such a system becomes functional there will be no complete measure of accountability of the various vocational education programs at the different levels.

Since a comprehensive follow-up system does not presently exist, it was deemed desirable and necessary that such a system be implemented.

Data collected from such a system would provide:

1. A data bank of information that would be useful in planning and for management activities of vocational education agencies.

2. A data bank of information needed for responding to the accountability requirements set by the public and various

agencies including the Louisiana Legislature, United States Office of Education, and other interested agencies.

3. A data bank of information for research in vocational education programs for vocational educators, teacher trainees and graduate students.

4. A data bank of information for business and industry.

Purpose

The purpose of this project was to provide an effective and readily available source of data on placement and follow-up of vocational education completions and those who left with marketable skills in Louisiana.

This should assist administrators at all levels in (1) program planning; (2) management activities; (3) program evaluation; and (4) reporting to state and federal agencies.

Definition of the Problem

The objectives of this project were to:

1. Design a system for collecting information on students from the time they complete or leave with marketable skills a secondary or post-secondary vocational program until five years following their leaving school. Students involved included those completing and/or leaving with a marketable skill from vocational programs at the secondary level, the vocational-technical schools, and adults enrolled in job preparatory programs (parish systems and vocational-technical schools.)

2. Devise a system for the storage and retrieval of follow-up information.

3. Pilot test the placement and follow-up system.

Procedure

The project was initiated by onsite visits to three states to review follow-up systems that were operational. Publications from various

state departments of education and other educational agencies were reviewed to determine procedures and forms used in each of the systems.

Preliminary forms were designed and a tentative follow-up procedure was developed to meet the requirements of the Bureau of Vocational Education. The materials were reviewed by the section chief of each vocational service area to be included in the system and by the director and assistant director of the Bureau of Vocational Education. Revisions suggested by the State Department of Education personnel were incorporated into the follow-up system. Additional revisions were made following field testing of the program in St. Landry Parish.

A detailed teacher's guide was prepared to aid teachers in completing the forms to be used in the system and also to provide specific information such as school code numbers, occupational objective code numbers and other related information.

Forms VK25-01 and VK25-02 were field tested in St. Landry Parish through a cooperative arrangement with the St. Landry Parish School Board and the T. H. Harris Vocational-Technical School. St. Landry Parish was selected because all vocational service areas were offered in the schools of the parish.

An orientation meeting was held with selected vocational teachers to familiarize them with the purpose of the project, procedures to be used in completing the necessary forms and to provide other information related to the follow-up system.

Teachers identified former students who had left the vocational program during the 1973-74 year who met the criteria of the system. Form VK25-03 was mailed to all former students and ten days later, a follow-up

letter was sent to each non-respondent. Form VK25-04 was mailed to each employer of former vocational students who were employed. All employers who had not replied in ten days were mailed a follow-up letter. Data were keypunched on tape by the Data Reduction Section of the Office of Information Services.

A major aspect of the design of the follow-up system was the development of a series of computer programs to be used in the storage and retrieval of the information base collected by the system. Through a cooperative agreement with the Office of Information Services, Division of Administration, State of Louisiana, a computer system design was developed by a systems analyst and project personnel. Computer programs were written by programmers from the Office of Information Services. It was necessary that the system design be compatible with the computer system of the Division of Administration since the Bureau of Vocational Education will utilize their computer when the follow-up system is initiated.

The data collected in the field test were utilized in test runs of the computer programs to validate the programs and to assure accuracy of reporting.

A detailed set of procedures for the operation of the follow-up system was developed to serve as a guide for the Bureau of Vocational Education when the system is implemented.

System Capabilities

The follow-up system was designed to meet specific criteria established by the Bureau of Vocational Education and when implemented has the capability to:

1. Identify students who have been enrolled in secondary, post-secondary, or adult preparatory vocational programs by occupational objective and secure pertinent information on each student as reported by vocational teachers.
2. Determine the employment status and other pertinent data on former students as reported by vocational teachers.
3. Determine the employment status and an evaluation of the training received as reported by students.
4. Secure an evaluation of former students to function on the job as reported by employers.
5. Store all data collected on tape for retrieval.
6. Retrieve selected data as needed and produce required reports.

SECURING AND PROCESSING DATA

The Vocational Education Student Follow-up System was designed to retrieve data about vocational education students after leaving a vocational education program at the secondary, post-secondary or adult preparatory level. This data is stored on a computer data base and is retrieved through a series of computer programs.

The student follow-up system was designed to allow the Bureau of Vocational Education the flexibility to retrieve this data in different sequences. This flexibility was built into the system to help satisfy the varying reporting needs of the vocational education department.

Data required in the follow-up system will be collected on forms designed specifically to meet the reporting requirements of the Bureau of Vocational Education on student placement and follow-up. Each item collected has a specific purpose in the system design. Care has been taken to exclude items that would be desirable but not germane to reporting needs of the bureau.

Reporting forms have been pilot tested under actual field conditions and have been revised in order to improve the general format of the forms and to clarify items.

Each reporting form has been limited to one page and has been designed to facilitate ease of reporting by the respondents and to enhance the probability of a high rate of return.

Vocational Education Student Exit Form VK25-01

Purposes:

1. Identify persons leaving the school with marketable skills by program and occupational objective. (See APPENDIX A, page 31, for general instructions to determine students to be identified.)
2. Secure addresses for contacting former students.

Suggested Time Schedule:

1. Send Vocational Education Student Exit Form VK25-01, Figure 1, to post-secondary and adult preparatory instructors July 1, 1975.
2. Form VK25-01 should be returned to the bureau by instructors May 1, 1976.
3. Send Vocational Education Student Exit Form VK25-01 to secondary instructors September 1, 1975.
4. Form VK25-01 should be returned to the bureau by secondary instructors by April 1, 1976.

Steps:

A. Section Chiefs:

1. Section chiefs send Form VK25-01 to appropriate secondary, post-secondary and adult preparatory instructors.
2. Instructors complete one copy of Form VK25-01 for each student who leaves the vocational program. Instructions for completing Form VK25-01 are found in APPENDIX A, page 31, A Teachers Guide for Completing the Vocational Education Student Follow-up Forms.

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
Bureau of Vocational Education
P.O. Box 44064, Capitol Station
Baton Rouge, Louisiana 70804

VOCATIONAL EDUCATION STUDENT EXIT

Form VK25-01
(Health)

Please complete one form for each student who leaves the program. Send the original to the Bureau of Vocational Education and keep the carbon copy for your permanent records. **PLEASE PRINT ALL INFORMATION CLEARLY.**

1) Student's Social Security Number: ___ ___ ___ - ___ ___ - ___ ___ ___ ___

2) Student's Occupational Objective Code Number: ___ ___ . ___ ___

3) School Code: ___ ___ School Name: _____

4) School Year: 19___ -19___ Parish: _____

5) Student's Name: _____ _____ _____
Last First Middle

6) Student's Address: _____
Street or P.O. Box

7) Student's City & State: _____ _____
City State

8) Zip Code: _____

9) Student's Telephone Number: Area Code ___ ___ - ___ ___ ___ ___

10) Sex: 1 ☐ Male 2 ☐ Female

11) Race: 1 ☐ Black 2 ☐ White 3 ☐ Other

12) Departure Status: 1 ☐ Graduate 2 ☐ Non-Graduate

13) Skill Level at Departure: 1 ☐ Left with marketable skills 2 ☐ Left without marketable skills

14) Level of Program: 1 ☐ Secondary 2 ☐ Post-Secondary 3 ☐ Adult-Preparatory

15) Vocational Training Completed:
1. _____ total credits (secondary)
2. _____ total hours (vo-tech and/or adult prep.)

16) Cooperative Program Enrollee 1 ☐ Yes 2 ☐ No

17) Disadvantaged: 1 ☐ Yes 2 ☐ No

18) Handicapped (Physical): 1 ☐ Yes 2 ☐ No

19) Name of Parent or Guardian: _____ _____ _____
Last First Middle

20) Address of Parent or Guardian: _____
(If different from student) Street or P.O. Box

21) City & State of Parent or Guardian: _____ _____
City State

22) Zip Code: _____

23) Telephone Number of Parent or Guardian: Area Code ___ ___ - ___ ___ ___ ___ - ___ ___ ___ ___

24) Teacher's Name: _____ _____ _____
Last First Middle

Figure 1: Vocational Education Student Exit Form VK25-01

3. Instructors return original copy of Form VK25-01 to section chiefs and retain carbon copy for their permanent records.
4. Section chiefs check returned copies of Form VK25-01 for completeness of information and edit according to edit requirements. (See APPENDIX B, page 55, for "Edit Requirements for Form VK25-01.") Each Form VK25-01 that does not have a social security number is to be assigned a number from the "Social Security Number Table." APPENDIX L, page 66. Record the student's name and school code number in the "Social Security Number Table."
5. Section chiefs return VK25-01 forms that do not meet the edit requirements to the appropriate secondary, post-secondary, and/or adult preparatory instructors for making corrections.
6. Instructors correct Form VK25-01 and return to section chiefs.
7. Section chiefs submit edited copies of Form VK25-01 to State Coordinator of Follow-up System. (To be designated by the Bureau of Vocational Education.)

B. State Coordinator of Follow-up Systems

1. Receive edited forms from section chiefs.
2. Count accurately each form type and put into groups according to form number. (Examples: Form VK25-01, Form VK25-02.)
3. Assign and affix to each group a sequential batch number as indicated by the "Vocational Education Log Control Book." (See APPENDIX F, page 60.)
4. Complete a "Batch Control Ticket" for each group of forms. (See APPENDIX G, page 61, for an example of a Batch Control Ticket and APPENDIX H, page 62, for "Batching Procedure.")

5. Group all labeled batches and put in a box or envelope.
6. Prepare Form OIS-1-18 and affix to box or envelope. Send box to Data Processing Control, Basement floor, State Department of Education Building. (See APPENDIX I, page 63, for sample Form OIS-1-18.)

C. Data Reduction Center:
1. Keypunch all records submitted.
2. Notify the bureau when completed.

D. State Coordinator of Follow-up System:
1. When notified that all records have been keypunched, prepare a "Forms Request Run," Form VK25-00, APPENDIX J, page 64. Request a "VK2501-Balance and Edit Report," APPENDIX K, page 65, and submit to Data Processing Control. The purpose of this report is to edit the keypunched records for errors according to the established edit requirements.
2. When the "VK2501-Balance and Edit Report" is returned, correct all errors on the original Form VK25-01 and resubmit to Data Processing Control for keypunching and processing.
3. Each time errors are corrected and resubmitted for keypunching, request a "VK2501-Balance and Edit Report" for the records resubmitted until all errors are corrected and the data bank contains all edited records.

Vocational Education Student Employment Status Form VK25-02

Purposes:

1. Update name and address of former student.
2. Determine employment status of former student.

3. Identify the employer of the former student.

4. Secure a description of work performed by the former student.

Suggested Time Schedule:

1. Request Form VK25-02, Figure 2, from Data Processing Control as soon as all records for VK25-01 have been edited and corrected for all students in the state in preparation for mailing on October 15, 1976.

2. Send Form VK25-02 to all vocational instructors October 15, 1976.

3. Form VK25-02 should be returned to the bureau by November 15, 1976.

Steps:

A. State Coordinator of Follow-up Systems

1. Prepare a "Forms Request Run," Form VK25-00. Request "Form VK25-02-Teacher Forms Request" and submit to Data Processing Control. When this run is completed, a Form VK25-02 will be returned to you for each student previously identified with the following information printed in the block at the top left hand corner of the form: (1) student's social security number, (2) school name, (3) occupational objective code number, (4) telephone number, (5) student's name, and (6) student's address. The forms will be arranged by: (1)system, (2) school, (3) service area, and (4) occupational objective.

2. Distribute Form VK25-02 by service area to the appropriate section chief.

Form VK25-02
(Distribution)

VOCATIONAL EDUCATION
STUDENT EMPLOYMENT STATUS

0434946656
Leonville High
Auto Mechanics
3184628175
Matthews, Martin James
Box 600
Eunice, LA 70535

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
Bureau of Vocational Education
P.O. Box 44064, Capitol Station
Baton Rouge, Louisiana 70804

Report as of _____
(Date)

Please complete this form for the former student indicated. Send the original to the Bureau of Vocational Education and keep the carbon copy for your permanent records.

Please Print All Information Clearly.

If the name and/or address of this former student has been changed, please indicate the new information below.

1. Former Student's Name: _____ _____ _____
Last First Middle

2. New Address _____ _____ _____ _____
Street or P.O. Box City State Zip Code

Place an X in the box(es) that best describes the student.

3. Employment Status:

a. ☐ Employed
- (1) ☐ Full-time
  - (a) ☐ Trained for this job
  - (b) ☐ Job related to training
  - (c) ☐ Other _____
    Specify
- (2) ☐ Part-time

b. ☐ Unavailable for the labor market
- (1) ☐ Entered Armed Forces
- (2) ☐ Continued Full-time School
- (3) ☐ Other reasons (specify) _____

c. ☐ Unemployed

d. ☐ Status Unknown

4. If employed, name of employer:
_____

5. Address of employer:
_____
Street or P.O. Box
_____
City
_____
State Zip Code

6. Description of work performed by former student:
_____
_____
_____
_____
_____

Figure 2: Vocational Education Student Employment Status Form VK25-02

B. Section Chiefs

1. Section chiefs send Form VK25-02 to appropriate secondary, post-secondary and adult preparatory instructors. Instructions for completing Form VK25-02 are found in APPENDIX A, page 36.
2. Instructors complete one copy of Form VK25-02 for each student previously reported on Form VK25-01. (Carbon copies of completed Form VK25-01 should be on file in instructors' records.)
3. Instructors return original copy of Form VK25-02 to the bureau and keep the carbon copy for their permanent records.
4. Section chiefs check returned copies of Form VK25-02 for completeness of information and edit according to established edit requirements. (See APPENDIX C, page 57, for "Edit Requirements for Form VK25-02").
5. Section chiefs return Form VK25-02 that do not meet edit requirements to the appropriate secondary, post-secondary, and adult preparatory instructors for corrections to be made.
6. Instructors make corrections and return Form VK25-02 to section chiefs.
7. Section chiefs edit the corrected forms returned by instructors according to "Edit Requirements for Form VK25-02."
8. Section chiefs submit edited copies of Form VK25-02 to State Coordinator of Follow-up System.

C. State Coordinator of Follow-up System

1. Receive edited forms from section chiefs.
2. Count accurately each form type and put into groups according to form number.
3. Assign and affix to each group a sequential batch number as indicated by the "Vocational Education Log Control Book." (See APPENDIX F, page 60.)
4. Complete a "Batch Control Ticket" for each group of forms. (See APPENDIX G, page 61, for a Batch Control Ticket and APPENDIX H, page 62, for Batching Procedures.)
5. Group all labeled batches and put in a box or envelope.
6. Prepare Form OIS-1-18 and affix to box or envelope. Send box to Data Processing Control, Basement floor, State Department of Education. (See APPENDIX I, page 63, for sample Form OIS-1-18.)

D. Data Reduction Center

1. Keypunch all records submitted.
2. Notify the bureau when completed.

E. State Coordinator of Follow-up System

1. When notified that all records have been keypunched, prepare a "Forms Request Run," Form VK25-00. Request a VK2501-Balance and Edit Report" and submit to Data Processing Control. (See APPENDIX K, page 65, for a "VK2501-Balance and Edit Report.")

2. When the "VK2501-Balance and Edit Report" is returned, correct all errors on the original data collection forms according to the edit requirements and resubmit to Data Processing Control for keypunching and processing.
3. Request a "VK2501-Balance and Edit Report" on the records that have been reprocessed until all errors are corrected for Form VK25-02 and the data bank contains all edited records.
4. When all VK25-02 records have been edited, a statistical report can be requested to provide the data required to complete "OE 3139 Follow-up Report." Prepare a "Forms Requested Run," Form VK25-00, and request the statistical report, "VK2508 Employment Status--Teacher Response," as shown in APPENDIX W, page 77.

Vocational Education Student Follow-up Form VK25-03

Purposes:

1. Update name and address of former student.
2. Confirm place of employment.
3. Determine employment status of former student as reported by the former student.
4. Obtain former student's evaluation of his formal vocational education.

Suggested Time Schedule:

1. Request student mailing labels by January 1, 1977, from Data Processing Control.
2. Send Form VK25-03, Figure 3, and first letter to former students January 15, 1977.
3. Send second letter to nonrespondents January 25, 1977.
4. Send second reminder letter to nonrespondents February 4, 1977.
5. Conduct telephone poll of all nonrespondents beginning February 15, 1977.

Steps:

A. State Coordinator of Follow-up System

1. State coordinator must determine the percent of former students to be followed-up. The system has the capability of identifying a random sample of 1 to 100 percent of former students by occupational objective.
2. Complete a "Forms Request Run," Form VK25-00, with the desired options requesting "VK2503-Student Mailing Labels" and submit to Data Processing Control. It is recommended that two sets of labels be requested for control purposes. (See APPENDIX R, page 72, for examples of labels.)
3. When the mailing labels are returned, affix one on the blank rectangle at the top left side of Form VK25-03. Enclose in a window envelope Form VK25-03 and a letter to the former student requesting his cooperation in the follow-up study. (See APPENDIX M, page 67, for sample letter.)

Form VK25-03

VOCATIONAL EDUCATION
STUDENT FOLLOWUP

0434946656
Leonville High
Auto Mechanics
3184628175
Matthews, Martin James
Box 600
Eunice, LA 70535

Please Return to:
STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
Bureau of Vocational Education
P.O. Box 44064, Capitol Station
Baton Rouge, Louisiana 70804

Please Print All Information Clearly

If your name and/or address and/or telephone number have been changed, please indicate the new information below.

1. Name: _____ (Last) _____ (First) _____ (Middle)

2. Address: _____ (Street or P.O. Box)
_____ (City) _____ (State) _____ (Zip Code)

3. Telephone: _____ (Area Code) _____ (Number)

4. Place an X in the box(es) which best describe you:

a. ☐ I am employed.

(1) ☐ I work part-time (less than 30 hours a week).

(2) ☐ I work full-time (at least 30 hours a week).

(a) ☐ I was trained for this job.

(b) ☐ My job is related to the training I received in school.

(c) ☐ Other_____

b. ☐ I am not employed because

(1) ☐ I am a homemaker.

(2) ☐ I am in the Armed Forces.

(3) ☐ I am still in school full-time.

(4) ☐ another reason which is _____ (specify).

5. If you are employed, please write the name of your supervisor on the job:

_____ (Last) _____ (First) _____ (Middle)

6. If you are employed, please write the name of your firm or employer:

_____

7. Address of your firm or employer:

_____ (Street or P.O. Box)
_____ (City) _____ (State) _____ (Zip Code)

8. Write a short description of the work you do:

_____

_____

9. In light of your experience on the job, how do you feel about the training you received in your vocational-technical program. Place an X in the box which best describes your program:

☐ Excellent ☐ Good ☐ Adequate ☐ Poor

10. Please rate the following aspects of your vocational program:

Excellent	Good	Adequate	Poor	
☐	☐	☐	☐	a. Vocational courses
☐	☐	☐	☐	b. Vocational instructors
☐	☐	☐	☐	c. Subject matter up-to-date
☐	☐	☐	☐	d. Help in finding a full-time job
☐	☐	☐	☐	e. Counseling services
☐	☐	☐	☐	f. Help in making career decisions
☐	☐	☐	☐	g. Help in securing part-time employment
☐	☐	☐	☐	h. Study, library, and other resources
☐	☐	☐	☐	i. Facilities and equipment

Please make any additional comments on the back of this sheet.

Figure 3: Vocational Education Student Followup Form VK25-03

4. When all forms and envelopes have been completed, mail to the former students.
5. Mail a Form VK25-03 and a second letter in ten days to all nonrespondents. (See APPENDIX N, page 68, for sample letter.)
6. Mail a Form VK25-03 and a third letter in ten days to all who have not responded by this time. (See APPENDIX O, page 69, for sample letter.)
7. Anyone who has not responded in ten days should be telephoned preferably between the hours of 6:00 p.m. and 8:00 p.m. Telephone numbers of nonrespondents can be found on individual gum labels.
8. When all completed VK25-03 forms are in, edit the forms according to the "Edit Requirements for Form VK25-03." (See APPENDIX D, page 58.)
9. Count accurately all forms and assign and affix to each batch by form number a sequential batch number from the "Vocational Education Log Control Book."
10. Prepare Form OIS-1-18 and affix to box and send to Data Processing Control for keypunching and processing.

B. Data Reduction Center

1. Keypunch all records submitted.
2. Notify the bureau when completed.

C. State Coordinator of Follow-up System

1. When notified that all records have been keypunched, prepare a "Forms Request Run," Form VK25-00. Request a "VK2501-Balance and Edit Report" and submit to Data Processing Control.

2. When the "VK2501-Balance and Edit Report" is returned, correct all errors on the original data collection VK25-03 forms and resubmit to Data Processing Control for key-punching and processing.
3. When all VK25-03 records have been edited, a statistical report can be requested on students' evaluation of their vocational training and a report on their employment status by occupational objective. Prepare a "Forms Request Run" Form VK25-00. Request statistical reports with the desired options. (See APPENDIX P, page 70, for "VK2507-Employment Status-Student Response" and APPENDIX Q, page 71, for "VK2505-Student Evaluation of Training."

Vocational Education Employee Evaluation Form VK25-04

Purpose:

1. Secure employers' evaluation of former students.

Suggested Time Schedule:

1. Request employer mailing labels from Data Processing Control after all VK25-03 forms have been processed and edited. This should be accomplished by April 1, 1977.
2. Send Form VK25-04, Figure 4, to employers of former students April 15, 1977.

Steps:

A. State Coordinator of Follow-up System

1. Prepare a "Forms Request Run," Form VK25-00. Request "VK2504-Employer Mailing Labels" from Data Processing Control. It is suggested that 2 copies of the labels be requested for

Form VK25-04

VOCATIONAL EDUCATION
EMPLOYEE EVALUATION

Thomas' Oldsmobile
1900 Main Street
Eunice, LA 70535

0434946656
Leonville High
Auto Mechanics
3184628175
Matthews, Martin James
Box 600
Eunice, LA 70535

1. How many months has this employee been employed by you? _____

2. Please rate the employee on the following aspects of employment:
(Check Appropriate Box For Each Item)

	1 Does not apply	2 Excellent	3 Good	4 Adequate	5 Poor
a. Social Skills					
1. Willingness to accept responsibility	☐	☐	☐	☐	☐
2. Ability to work without supervision	☐	☐	☐	☐	☐
3. Willingness to learn and improve	☐	☐	☐	☐	☐
4. Cooperation with co-workers	☐	☐	☐	☐	☐
5. Cooperation with management	☐	☐	☐	☐	☐
6. Compliance with company policies, rules, and practices	☐	☐	☐	☐	☐
7. Comments: _____					
b. Vocational Skills					
1. Use of machines and equipment	☐	☐	☐	☐	☐
2. Mathematics skills	☐	☐	☐	☐	☐
3. Science skills	☐	☐	☐	☐	☐
4. Communication skills	☐	☐	☐	☐	☐
5. Technical knowledge	☐	☐	☐	☐	☐
6. Vocational training of employee	☐	☐	☐	☐	☐
7. Job skills	☐	☐	☐	☐	☐
8. Comments: _____					
c. Work Habits					
1. Quality of work	☐	☐	☐	☐	☐
2. Quantity of work	☐	☐	☐	☐	☐
3. Work attendance	☐	☐	☐	☐	☐
4. Punctuality	☐	☐	☐	☐	☐
5. Comments: _____					
d. Overall Suitability of Employee	☐	☐	☐	☐	☐
Comments: _____					

Figure 4: Vocational Education Employee Evaluation Form VK25-04

control purposes. When this run is completed you will receive a corresponding set of labels for the former student and his employer. (See APPENDIX S, page 73, for "VK2504-Employer Mailing Labels.")

2. When mailing labels are returned, affix the employer's label on the blank rectangle at the top left side of Form VK25-04 and the former student's label on the blank rectangle at the top right side. Enclose along with Form VK25-04 in a window envelope, a letter to the employer requesting his cooperation in the follow-up study. (See APPENDIX T, page 74, for sample letter.)
3. When all forms and envelopes have been completed, mail to the employers.
4. Mail a second letter in ten days to all nonrespondents. (See APPENDIX U, page 75, for sample letter.)
5. Anyone who has not responded in ten days should be telephoned during normal working hours.
6. When all completed VK25-04 forms are in, edit the forms according to the "Edit Requirements for Form VK25-04." (See APPENDIX E, page 59.)
7. Count accurately all forms and assign and affix to each batch a sequential batch number from the "Vocational Education Log Control Book."
8. Prepare "Form OIS-1-18" and affix to box and send to Data Processing Control for keypunching and processing.

B. Data Reduction Center

1. Keypunch all records submitted.

2. Notify the bureau when completed.

C. State Coordinator of State Follow-up System

1. When notified that all records have been keypunched, prepare a "Forms Request Run," Form VK25-00, and request a "VK2501 Balance and Edit Report" and submit to Data Processing Control.

2. When the "VK2501 Balance and Edit Report" is returned, correct all errors on the original data collection VK25-04 forms and resubmit to Data Processing Control for keypunching and processing.

3. When all VK25-04 records have been edited, a statistical report can be requested on employers' evaluation of former students. Prepare a "Forms Request Run," Form VK25-00, with the desired options and request statistical report "VK2506 Employer Evaluation." (See APPENDIX V, page 76, for VK2506 Employer Evaluation.)

Three and Five Year Follow-up

This follow-up system was designed to provide longitudinal data on student follow-up and placement on a one, three, and five year basis. Data collected during the first year of implementation will be stored on tape and will be maintained by Data Processing Control as long as desired by the Bureau of Vocational Education.

The bureau will have access to the names and addresses of both former students and their last known employer which can be retrieved by school

year for additional follow-ups at intervals of three and five years following the initial data collection period.

It is recommended that a 10 percent random sample of former students by occupational objective and service area be identified for the three and five year follow-up. The desired percentage can be indicated on the "Forms Request Run," Form VK25-00, when requesting mailing labels of former students.

The three and five year follow-ups will be concerned with updating the data base on students' current employment status, statistical report "VK2507--Employment Status--Student Response" and their evaluation of the training received, statistical report "VK2505--Student Evaluation of Training." These data will be identified by utilizing "Vocational Education Student Follow-up Form VK25-03." Mailing labels for the school year under investigation will be retrieved by requesting "VK2503--Student Mailing Labels." Form VK25-03 should be mailed to former students and when returned the data should be processed in the same manner as previously discussed on page 16.

The three and five year follow-up will also be concerned with updating the data base on employers' evaluation of former students to perform on the job, statistical report "VK2506--Employer Evaluation." Gum labels containing names and addresses should not be requested for employers until all data on Form VK25-03 has been collected, edited, and processed.

Mailing labels can be retrieved by requesting "VK2504 - Employer Mailing Labels." Form VK25-04 should then be mailed to employers of former vocational students and the data should be processed in the same manner as previously discussed on page 20.

The five year follow-up will be conducted as discussed in the preceeding paragraphs. It is suggested that the same students be identified and followed up for the one, three, and five year follow-up periods in order that conclusions can be reached concerning the effectiveness of vocational programs.

General Recommendations

1. The Bureau of Vocational Education should assign a staff member as the State Coordinator of Follow-up and Placement. The amount of time that will be required to coordinate the follow-up system will depend upon the number of student records to be processed and maintained.
2. The State Coordinator should develop sample data and utilize each component of the system prior to implementation, for familiarization purposes.
3. The system is a basic system that can be changed as need requires. Following the first year of implementation, it is recommended that the procedures used for data collection and processing be reevaluated and that the Office of Information Service, Division of Administration, be requested to assist in making desired changes.
4. A Teacher's Guide for completing The Vocational Education Student Follow-up Forms should be provided for every vocational teacher in the state. Parish supervisors of vocational programs should conduct a workshop to familiarize teachers with the value of the follow-up system to the local school system and their responsibilities in its successful implementation.

5. Vocational teachers should develop student interest in the follow-up system prior to their leaving school. It is very important for students to know that they will be requested at some future point in time to respond as to their current employment status and their evaluation of the training received.
6. Vocational teachers should attempt to maintain current follow-up records on the employment status of all students leaving their vocational program for at least one year.

Anticipated Operating Costs for One-Year

The following cost has been estimated by the Office of Information Services for the operation of the follow-up system for one year. The cost does not include personnel required to coordinate or to process the data prior to delivery for processing. (See Figure 5, Page 27, for VK 25 Annual Operating Costs)

Keytape Personnel*		
Form VK2501--35,000 records x 276 characters = 1,350 hours x $5.85/hr	$ 8,073.00	
Form VK2502--35,000 records x 150 characters = 750 hours x $5.85/hr.	4,387.50	
Form VK2503--1,500 records x 200 characters = 43 hours x $5.85/hr.	251.55	
Form VK2504--3,500 records x 40 characters = 20 hours x $5.85/hr.	117.00	
Repunch of 30% returned VK2501 records	2,421.00	
Repunch of 30% returned VK2502 records	1,316.00	
Sub-total (without verification)		$16,566.10
Keypunch Cost (Keypunch accuracy is 90%)		16,566.10
Paper Costs (Exclusive of cost of special forms)		199.50
Computer Time		800.00
Tape Costs		260.00
Sub-total		$34,391.70
15% Contingency Costs		5,159.00
TOTAL		$39,550.70

Figure 5. VK 25 Annual Operating Costs

APPENDIX A

LOUISIANA VOCATIONAL EDUCATION STUDENT FOLLOW-UP SYSTEM

A Teacher's Guide for Completing The Vocational Education Student Follow-up Forms

The School of Vocational Education
College of Agriculture
Louisiana State University
Baton Rouge, Louisiana

In Cooperation With

The Bureau of Vocational Education
Louisiana State Department of Education
Baton Rouge, Louisiana

1975

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LOUISIANA VOCATIONAL EDUCATION STUDENT FOLLOW-UP SYSTEM

INTRODUCTION

In order to better account for students who leave secondary, post-secondary, and adult preparatory vocational and technical education programs reimbursed by the Bureau of Vocation Education, Louisiana State Department of Education, a system of student placement and follow-up is necessary.

Purposes of the system are to:

1. Identify students leaving vocational and technical education programs with or without marketable skills
2. Secure basic personal data on each school leaver
3. Identify employment status and employer of former student
4. Follow-up former student and secure an evaluation of his ability to perform on the job at time of job entry from his employer

Data collected will be computerized for retrieval as needed.

The information identified as a result of the student placement and follow-up system may be utilized as follows:

1. Program planning and management
2. Student accounting
3. State and federal reporting
4. Program accountability
5. Research
6. Evaluation

MESSAGE TO TEACHERS

Successful implementation of this follow-up system is dependent upon the full cooperation of the vocational instructors. In order for this system to work, it is vital that each instructor provide as accurate and complete information as possible.

GENERAL INSTRUCTIONS

(PLEASE READ BEFORE COMPLETING FORMS)

Some guidelines to observe in completing the forms used in the follow-up of vocational students are:

1. Complete the Vocational Education Exit Form, VK 25-01 for any student who has been enrolled in a vocational program and who leaves the program for one of the following reasons:
   a. Graduation (Student graduates for the school after meeting all requirements.)
   b. Drop-out (Student leaves during the school year and is considered a drop-out.)
   c. Drops the vocational courses during the school year and is no longer enrolled in the vocational program but remains in school.
   d. Transfers to another school during the school year.
2. Do not report students who were previously enrolled in a vocational program but failed to reenroll for the fall school term.
3. Do not report students enrolled in non-reimbursable vocational subjects such as typing I, general business, general home economics, industrial arts and any other non-reimbursable courses.
4. Use a pencil to complete the form
5. Please print all information clearly.

GUIDE FOR COMPLETING THE VOCATIONAL EDUCATION STUDENT EXIT FORM, VK25-01

Please complete one form for each vocational student who leaves the vocational program. (Refer to GENERAL INSTRUCTIONS, page 2.) Since the information from this form is vital to the follow-up system, it is extremely important that every item on this form be completed accurately.

ITEM 1: Student's Social Security Number

Fill in the student's social security number placing only one (1) number in each blank. If a student does not have a social security number, provide him with an application blank and encourage him to apply for a number. If a student refuses to apply for a social security number, leave Item 1 blank.

ITEM 2: Student's Occupational Objective Code Number

Complete this item with the code number that refers to the occupation for which the student was being trained. Code number may be obtained by referring to the list of Occupational Objective Codes in Appendix A (no other code numbers will be acceptable).

ITEM 3: School Code and School Name

Complete school code by filling in the blanks with the appropriate code number for the school attended. A list of school code numbers, by parish and/or system, may be found in Appendix B (no other code numbers will be acceptable).

*Please print the complete name of the school on the line for school name.

ITEM 4: School Year and Parish

Fill in the blanks with the school year that the student leaves school.

Example: 19 74 - 19 75

*Print the name of the parish or system on the appropriate line.

ITEM 5: Student's Name

Print student's complete name in the following order: last name, first name, and middle initial. If a student has a title such as Junior, place the abbreviation for the title after the middle initial.

ITEM 6: Student's Address

Print student's current mailing address, either street or P.O. Box.

ITEM 7: Student's City and State

Enter student's city, town, or post office and state in which their mail is received.

ITEM 8: Zip Code

Enter student's current zip code number. Zip code numbers (except for metropolitan cities) may be found in Appendix C. It is suggested that each teacher obtain a current Louisiana Zip Code Directory from the post office.

ITEM 9: Student's Telephone Number

Give student's current telephone number including the area code. If a student does not have a telephone, leave this item blank.

ITEM 10: Sex

Indicate student's sex, either male or female.

ITEM 11: Race

Indicate student's race, either black, white, or other.

ITEM 12: Departure Status

Indicate the status of the student when he left the program. He was either a graduate or a non-graduate.

ITEM 13: Skill Level at Departure

Indicate whether the student, in your opinion, left school with marketable skills or without marketable skills. Marketable skills refers to those skills necessary for job entry in a field of work.

ITEM 14: Level of Program

Indicate the level of program the student was enrolled in. A student must have been enrolled in only one of the following levels:

Secondary--Programs including grades 9 through 12 that are under the control of a local school board. High School students in vo-tech programs.

Post-Secondary--Programs found in a vocational-technical school that are under the control of the State Board for Vocational and Technical Education.

Adult-Preparatory--State approved programs designed for persons who have already entered the labor market or who are unemployed but need training or retraining in preparing for an occupation.

ITEM 15: Vocational Training Completed

If a student was enrolled in a secondary program, enter the total vocational credits he has completed in 1. _____ total credits (secondary).

If the student was in a vo-tech or adult preparatory program, enter the total hours he has completed in 2. _____ total hours (vo-tech and/or adult prep).

ITEM 16: Cooperative Program Enrollee

Indicate whether the student was enrolled in a cooperative work experience program. Examples: C.A.E.--Cooperative Agricultural Education
D.E.--Distributive Education
H.Ec.--Home Economics (Wage Earning)
C.O.E.--Cooperative Office Education
G.C.E.--General Cooperative Education
Other state approved cooperative work experience programs.

ITEM 17: Disadvantaged

Indicate whether or not the student is disadvantaged. If the student meets at least one of the following criteria, he can be considered disadvantaged:

1. Students receiving the basic or remedial education necessary to bring them up to their class level.
2. Students being tested with special tests which more accurately determine their capabilities and abilities.
3. Students receiving assistance from the vocational rehabilitation agency.
4. Students receiving special physical health services, including medical care and nutritional supplements.
5. Students receiving special counseling, psychological aid, and/or social work assistance.
6. Students who are on ungraded schedules, who are given more time for the completion of the curriculum, and those who are getting individualized instruction.
7. Students from families with incomes of less than $3,000 per year.
8. Students with cultural or linguistic deficiencies which require special attention and training.
9. Slow learning students who are performing below ability.
10. Students who are potential drop-outs.
11. Students receiving communications and work adjustment skills.
12. Slow average students who are "just getting by" in the regular classroom and are receiving individual attention.

ITEM 18: Handicapped (Physical)

Indicate whether or not the student is handicapped. Only students with physical handicaps are to be considered handicapped.

ITEM 19: Name of Parent or Guardian

Enter name of student's parent or guardian, or name of a person who will always know where to contact the student.

ITEM 20: Address of Parent or Guardian

Enter the current mailing address of the person named in Item 19 if the address is different from that of the student. (If address is the same as that of the student, skip Items 21 and 22, and go to Item 23.)

ITEM 21: City and State of Parent or Guardian

Enter city, town, or post office and state where person named in Item 19 receives mail.

ITEM 22: Zip Code

Enter the correct zip code number for the person named in Item 19. Refer to Appendix C for zip code numbers.

ITEM 23: Telephone Number of Parent or Guardian

Give the correct telephone number including the area code of the person named in Item 19. If this person does not have a telephone, leave this item blank.

ITEM 24: Teacher's Name

The teacher should enter his own name in the following order: last name, first name, middle initial. If the teacher has a title such as Junior, place the abbreviation for the title after the middle initial.

GUIDE FOR COMPLETING THE VOCATIONAL EDUCATION
STUDENT EMPLOYMENT STATUS FOR, VK25-02

Please complete one form for each former vocational student. Since the information on this form is vital to the follow-up system, it is extremely important that every item on this form be completed accurately.

ITEM 1: Former Student's Name

If the name of the former student has been changed because of marriage or other reasons, indicate the new name in this item. If the former student's name has not changed, you may leave the item blank.

ITEM 2: New Address

If the address of this former student has been changed, indicate the new address in this item. If the former student's address has not changed, you may leave the item blank.

ITEM 3: Employment Status

Indicate the former student's employment status by checking either:

a. Employed
b. Unavailable for the labor market
c. Unemployed
d. Status unknown

If you checked "a. Employed," indicate whether employment is:

(1) Full-time - 30 hours per week or more
(2) Part-time - less than 30 hours per week

If you checked "(1) Full-time," check one of the following categories:

(a) Trained for this job--the vocational instruction received trained the former student for this specific job.
(b) Job related to training--the former student is working in a job which is related to the training received.
(c) Other--the former student's job is not related in any way to the training received.

If you checked "b. Unavailable for the labor market." indicate why by checking one of the following:

(1) Entered Armed Forces - the former student joined one of the branches of the armed forces.
(2) Continued Full-time School - the former student is enrolled full-time in school.

(3) Other reasons - please specify any other reasons why the former student is not available for the labor market. (Some reasons may be because the former student is: a housewife, disabled, on welfare, imprisoned, etc.)

If you checked "c. Unemployed." the student is available for labor market but is unemployed.

If you checked "d. Status unknown." after attempting to locate the student through his parents or guardian, friends and teachers the student's employment status is unknown.

ITEM 4: Name of Employer

If the former student is employed, give the name of the employer.

ITEM 5: Address of Employer

Enter the correct mailing address of the employer including the zip code.

ITEM 6: Description of Work

Give a brief job description of the work performed by the former student.

APPENDIX A

STUDENT OCCUPATIONAL OBJECTIVE CODE NUMBERS

01.0000 TOTAL AGRICULTURE

- 01.0100 Agricultural Production
- 01.0200 Agricultural Supplies/Services
- 01.0300 Agricultural Mechanics
- 01.0400 Agricultural Products
- 01.0500 Ornamental Horticulture
- 01.0600 Agricultural Resources
- 01.0700 Forestry
- 01.9900 Other

04.0000 TOTAL DISTRIBUTION

- 04.0100 Advertising Services
- 04.0200 Apparel and Accessories
- 04.0300 Automotive
- 04.0400 Finance and Credit
- 04.0500 Floristry
- 04.0600 Food Distribution
- 04.0700 Food Services
- 04.0800 General Merchandise
- 04.0900 Hardware, Building Materials
- 04.1000 Home Furnishings
- 04.1100 Hotel and Lodging
- 04.1200 Industrial Marketing
- 04.1300 Insurance
- 04.1400 International Trade
- 04.1500 Personal Services
- 04.1600 Petroleum
- 04.1700 Real Estate
- 04.1800 Recreation and Tourism
- 04.1900 Transportation
- 04.9900 Other

07.0000 TOTAL HEALTH

- 07.0101 Dental Assistant
- 07.0102 Dental Hygienist (associate degree)
- 07.0103 Dental Laboratory Technology
- 07.0203 Medical Laboratory Assisting
- 07.0299 Other Medical Laboratory Technology
- 07.0301 Nursing (associate degree)
- 07.0302 Practical (vocational) Nursing
- 07.0303 Nursing Assistant (aide)

07.0000 TOTAL HEALTH (Continued)

- 07.0401 Occupational Therapy
- 07.0402 Physical Therapy
- 07.0501 Radiologic Technology
- 07.0700 Environmental Health
- 07.0800 Mental Health Technology
- 07.0903 Inhalation Therapy Technology
- 07.0904 Medical Assistant
- 07.0906 Health Aide
- 07.9900 Other

09.0100 TOTAL CONSUMER AND HOMEMAKING

- 09.0102 Child Development
- 09.0103 Clothing and Textiles
- 09.0104 Consumer Education
- 09.0106 Family Relations
- 09.0107 Food and Nutrition
- 09.0108 Home Management
- 09.0109 Housing and Home Furnishings
- 09.0199 Other

09.0200 TOTAL OCCUPATIONAL PREPARATION

- 09.0201 Care and Guidance of Children
- 09.0202 Clothing Management, Production and Services
- 09.0203 Food Management, Production and Services
- 09.0204 Home Furnishing, Equipment and Services
- 09.0205 Institutional and Home Management and Services
- 09.0299 Other

14.0000 TOTAL OFFICE

- 14.0100 Accounting and Computing Occupations
- 14.0200 Business Data Processing Systems Occupations
- 14.0300 Filing, Office Machines, Clerical Occupations
- 14.0400 Information Communication Occupations
- 14.0500 Materials Support, Transportation, etc.
- 14.0600 Personnel Training and Related Occupations
- 14.0700 Steno., Secretarial and Related Occupations
- 14.0800 Supervisory and Admin. Management Occupations
- 14.0900 Typing and Related Occupations
- 14.9900 Other

16.0000 TOTAL TECHNICAL

16.0101 Aeronautical Technology
16.0103 Architectural Technology
16.0104 Automotive Technology
16.0105 Chemical Technology
16.0106 Civil Technology
16.0107 Electrical Technology
16.0108 Electronic Technology
16.0109 Electromechanical Technology
16.0110 Environmental Control Technology
16.0111 Industrial Technology
16.0112 Instrumentation Technology
16.0113 Mechanical Technology
16.0114 Metallurgical Technology
16.0117 Scientific Data Technology
16.0601 Commercial Pilot Training
16.0602 Fire and Fire Safety Technology
16.0603 Forestry Technology
16.0604 Oceanographic Technology
16.0605 Police Science
16.9901 Air Pollution Technology
16.9902 Water and Waste Water Technology
16.9900 Other

17.0000 TOTAL TRADES AND INDUSTRY

17.0100 Air Conditioning
17.0200 Appliance Repair
17.0301 Body and Fender Repair
17.0302 Auto Mechanics
17.0399 Other Automotive
17.0400 Aviation Occupations
17.0500 Blueprint Reading
17.0600 Business Machine Maintenance
17.0700 Commercial Art Occupations
17.0800 Commercial Fishery Occupations
17.0900 Commercial Photography Occupations
17.1001 Carpentry
17.1002 Electricity
17.1004 Masonry
17.1007 Plumbing and Pipefitting
17.1099 Other Construction and Maintenance Trades
17.1100 Custodial Service
17.1200 Diesel Mechanic
17.1300 Drafting Occupations
17.1400 Electrical Occupations
17.1500 Electronic Occupations
17.1600 Fabric Maintenance Services
17.1700 Foremanship Supervisor & Mgmt. Development
17.1900 Graphic Arts Occupations

17.0000 TOTAL TRADES AND INDUSTRY (Continued)

17.2000	Industrial Atomic Energy Occupations
17.2100	Instrument Maint. and Repair Occupations
17.2200	Maritime Occupations
17.2300	Metalworking Occupations
17.2400	Metallurgy Occupations
17.2601	Barbering
17.2602	Cosmetology
17.2699	Other Personal Services
17.2700	Plastics Occupations
17.2801	Fireman Training
17.2802	Law Enforcement Training
17.2899	Other Public Services
17.2900	Quantity Food Occupations
17.3000	Refrigeration
17.3100	Small Engine Repair
17.3200	Stationary Energy Sources Occupations
17.3300	Textile Production and Fabrication
17.3400	Leather Working
17.3500	Upholstering
17.3600	Woodworking Occupations
17.9900	Other

99.0000 TOTAL SPECIAL PROGRAMS

99.0100	Group Guidance (prevocational)
99.0200	Prepostsecondary
99.0300	Remedial
99.0400	Industrial Arts
99.0500	Volunteer Fireman
99.0600	Other N.E.C.

APPENDIX B

SCHOOL CODE NUMBERS

ACADIA

01001	Church Point High
01002	Church Point Jr. High
01003	Crowley High
01004	Iota High
01005	Midland High
01006	Rayne High

ALLEN

02001	Elizabeth
02002	Fairview
02003	Kinder High
02004	Oakdale High
02005	Oberlin High
02006	Reeves

ASCENSION

03001	Donaldsonville Sr. High
03002	East Ascension Jr. High
03003	East Ascension Sr. High

ASSUMPTION

04001	Assumption Jr. High
04002	Assumption Sr. High

AVOYELLES

05001	Bordelonville
05002	Bunkie High
05003	Cottonport High

AVOYELLES (con't.)

05004	Fifth Ward
05005	Hessmer
05006	Lafargue
05007	Mansura
05008	Marksville High
05009	Moreauville
05010	Plaucheville
05011	Simmesport High

BEAUREGARD

06001	DeRidder High
06002	East Beauregard
06003	Hyatt
06004	Merryville
06005	Singer
06006	South Beauregard

BIENVILLE

07001	Arcadia
07002	Bienville
07003	Castor
07004	Gibsland-Coleman
07005	Ringgold
07006	Saline
07007	Shady Grove

BOSSIER

08001	Airline
08002	Bellevue Voc-Tech
08003	Benton High
08004	Bossier High

BOSSIER (con't.)

08005	Bossier Skill Center
08006	Haughton
08007	Parkway
08008	Plain Dealing
08009	Rocky Mount

CADDO

09001	Bethune
09002	Broadmoor
09003	Byrd
09004	Captain Shreve
09005	Clark
09006	Eden Gardens Jr. High
09007	Fair Park
09008	Green Oaks
09009	Huntington
09010	Lakeshore
09011	Midway
09012	North Caddo
09013	Oak Terrace
09014	Southwood
09015	Valencia
09016	Washington, B.T.
09017	Woodlawn
09018	Youree Drive

CALCASIEU

10001	Arnett
10002	Barbe, A.M. High
10003	Bell City
10004	Boston, W. O.
10005	DeQuincy High
10006	Houston, Sam
10007	Iowa
10008	LaGrange Senior
10009	Lake Charles
10010	LeBlanc, Alonzo
10011	Lewis, W. W.
10012	Maplewood
10013	Marion
10014	Mossville
10015	Oak Park Junior
10016	Rosteet Junior High
10017	Starks

CALCASIEU (con't.)

10018	Sulphur
10019	Vinton High
10020	Washington
10021	Watson, Pearl
10022	Westlake

CALDWELL

11001	Caldwell Parish High

CAMERON

12001	Hackberry
12002	Johnson Bayou
12003	Grand Lake
12004	South Cameron High

CATAHOULA

13001	Block
13002	Central
13003	Enterprise
13004	Harrisonburg High
13005	Sicily Island High

CLAIBORNE

14001	Athens High
14002	Haynesville High
14003	Homer High
14004	Homer Jr. High
14005	Junction City
14006	Pineview
14007	Summerfield

CONCORDIA

15001	Ferriday High North
15002	Ferriday High South
15003	Monterey

CONCORDIA (con't.)

15004	Vidalia High
15005	Vidalia Jr. High

DESOTO

16001	All Saints
16002	DeSoto
16003	Logansport High
16004	Logansport-Rosenwald
16005	Mansfield High
16006	Pelican
16007	Second Ward
16008	Stanley
16009	Stonewall

EAST BATON ROUGE

17001	Baker Sr. High
17002	Baton Rouge
17003	Belair
17004	Broadmoor Jr. High
17005	Broadmoor Sr. High
17006	Capitol Sr. High
17007	Central Sr. High
17008	Chaneyville
17009	Crestworth Jr. High
17010	Glen Oaks Jr. High
17011	Glen Oaks Sr. High
17012	Istrouma Jr. High
17013	Istrouma Sr. High
17014	Kenilworth
17015	Robert E. Lee
17016	McKinley Sr. High
17017	Prescott
17018	Park Forest Jr. High
17019	Pride
17020	Scotlandville Jr. High
17021	Scotlandville Sr. High
17022	Sherwood
17023	Southern University Lab
17024	Tara
17025	Valley Park
17026	Westdale Jr. High
17027	Woodlawn
17028	Zachary High

EAST CARROLL

18001	Lake Providence Jr. High
18002	Lake Providence Sr. High
18003	Monticello

EAST FELICIANA

19001	Clinton High
19002	Clinton Jr. High
19003	Jackson High

EVANGELINE

20001	Basile
20002	Bayou Chicot
20003	Chataignier
20004	Evangeline Parish Career Development
20005	Mamou High
20006	Pine Prairie
20007	Vidrine
20008	Ville Platte High

FRANKLIN

21001	Baskin
21002	Central
21003	Crownville
21004	Ft. Necessity
21005	Gilbert
21006	Ogden
21007	Ward Three
21008	Winnsboro High
21009	Wisner High

GRANT

22001	Dry Prong
22002	Georgetown
22003	Montgomery

IBERIA

23001	Delcambre
23002	Jeanerette Sr. High
23003	Loreauville High
23004	New Iberia Sr. High

IBERVILLE

24001	Plaquemine Jr. High
24002	Plaquemine Sr. High
24003	Shady Grove
24004	Sunshine
24005	White Castle

JACKSON

25001	Chatham
25002	Jonesboro-Hodge
25003	Quitman
25004	Weston

JEFFERSON

26001	Bonnabel, Alfred Boys
26002	East Jefferson Boys
26003	Ehret, John Girls
26004	Fisher Middle High
26005	Grand Isle
26006	Higgins, L. W. Girls
26007	King Grace Girls
26008	Martyn John
26009	Riverdale Girls
26010	West Jefferson Boys

JEFFERSON DAVIS

27001	Elton High
27002	Fenton
27003	Hathaway
27004	Jennings High
27005	Lacassine
27006	Lake Arthur High
27007	Welch High

LAFAYETTE

28001	Acadiana
28002	Carencro High
28003	Comeaux, Ovey
28004	Lafayette High
28005	Northside

LAFOURCHE

29001	Central Lafourche
29002	East Thibodaux
29003	Galliano Jr. High
29004	Golden Meadow Jr. High
29005	Larose-Cutoff
29006	Lockport Jr. High
29007	Raceland Jr. High
29008	South Lafourche High
29009	Thibodaux High
29010	West Thibodaux

LASALLE

30001	Jena
30002	LaSalle

LINCOLN

31001	Choudrant
31002	Dubach
31003	Grambling
31004	Ruston High
31005	Simsboro

LIVINGSTON

32001	Albany Sr. High
32002	Denham Springs Sr. High
32003	Doyle Sr. High
32004	French Settlement
32005	Holden
32006	Live Oaks Sr. High
32007	Maurepas
32008	Springfield Sr. High
32009	Walker Sr. High

MADISON

33001	McCall Jr. High
33002	Tallulah Sr. High
33003	Thomastown

MOREHOUSE

34001	Bastrop High
34002	Bastrop Jr. High
34003	Beekman Jr. High
34004	Bonita Jr. High
34005	Delta

NATCHITOCHES

35001	Allen
35002	Ashland
35003	Campti
35004	Cloutierville
35005	Fairview Alpha
35006	Goldonna
35007	Gorum
35008	Marthaville
35009	Natchitoches Central
35010	Provencal
35011	Robeline
35012	St. Matthew

ORLEANS

36001	Abramson, Marion
36002	Beauregard, PGT
36003	Bell, Andrew J.
36004	Capdau, PA
36005	Carver, G. W., Sr.
36006	Clark, Joseph S.
36007	Cohen, Walter L.
36008	Colton, C. J.
36009	Easton, Warren
36010	Fortier, Alcee
36011	Franklin, Benjamin
36012	Frederick Rivers
36013	Gateway One
36014	Gateway Two
36015	Gregory, Francis W.
36016	Haughery, Margaret

ORLEANS (con't.)

36017	Karr, Edna
36018	Kennedy, John F.
36019	Kohn, Joseph
36020	Landry, L. B.
36021	Lawless Jr. High
36022	McDonogh, John
36023	McDonogh #28
36024	McDonogh #35
36025	McMain, Eleanor Magnet
36026	New Orleans Center for Creative Arts
36027	Nicholls,Francis T.
36028	Phillips Jr.
36029	Priestley, Alfred L.
36030	Rabouin, L. E.
36031	Walker, O. Perry
36032	Washington, B. T.
36033	Woodson, Carter G.

OUACHITA

37001	Boley
37002	Calhoun
37003	Hayes, Jack
37004	Logtown
37005	Quachita Jr. High
37006	Ouachita Parish High
37007	Richardson
37008	Richwood
37009	Riser
37010	Sterlington
37011	Swartz
37012	West Monroe Jr. High
37013	West Monroe High
37014	Woodlawn

PLAQUEMINES

38001	Belle Chasse
38002	Boothville-Venice
38003	Buras
38004	Phoenix
38005	Port Sulphur

POINT COUPEE

39001	Livonia
39002	Morganza
39003	Poydras
39004	Rosenwald
39005	Rougon
39006	Upper Pointe Coupee Batchelor Campus
39007	Upper Pointe Coupee Innis Campus

RAPIDES

40001	Alexandria Sr. High
40002	Bolton
40003	Buckeye
40004	Glenmora
40005	Half-Way Plus
40006	Oak Hill
40007	Peabody High
40008	Pineville Sr. High
40009	Plainview
40010	Poland
40011	Rapides
40012	Raymond, Carter C.
40013	Tioga High
40014	Wettermark, A.

RED RIVER

41001	Coushatta High
41002	Hall Summit
41003	Martin

RICHLAND

42001	Delhi
42002	Holly Ridge High
42003	Mangham High
42004	Rayville High
42005	Start

SABINE

43001	Converse
43002	Ebarb
43003	Florien
43004	Many High
43005	Negreet
43006	Pleasant Hill
43007	Zwolle High

ST. BERNARD

44001	Beauregard, P. G. T. Girls
44002	Chalmette High Boys
44003	Jackson, Andrew Girls
44004	St. Bernard Boys

ST. CHARLES

45001	Carver
45002	Destrahan
45003	Hahnville High
45004	Martin, J. B.

ST. HELENA

46001	Greensburg High
46002	St. Helena High
46003	Woodland

ST. JAMES

47001	Lutcher High
47002	St. James High

ST. JOHN

48001	Edgard
48002	Godchaux, Leon High
48003	Second Ward High

ST. LANDRY

49001	Arnaudville
49002	Eunice High
49003	Eunice Jr. High
49004	Grand Prairie
49005	Lawtell High
49006	Leonville High
49007	Melville High
49008	Morrow High
49009	Opelousas Sr. High
49010	Palmetto
49011	Plaisance
49012	Port Barre High
49013	Sunset High Vocational
49014	Washington

ST. MARTIN

50001	Breaux Bridge Jr. High
50002	Breaux Bridge Sr. High
50003	Cecilia Jr. High
50004	Cecilia Sr. High
50005	St. Martinville Jr. High
50006	St. Martinville Sr. High
50007	St. Martin Parish Career Center

ST. MARY

51001	Berwick High
51002	Centerville
51003	Franklin High
51004	Franklin Jr. High
51005	Morgan City High
51006	Patterson

ST. TAMMANY

52001	Abita Springs Jr. High
52002	Bayou Lacombe Girls
52003	Boyet
52004	Chahta-Ima Boys
52005	Covington High
52006	Covington Jr. High Boys
52007	Fifth Ward Jr. High

ST. TAMMANY (con't.)

52008	Folsom Jr. High
52009	Lee Road Jr. High
52010	Madisonville Jr. High
52011	Mandeville High
52012	Pearl River High
52013	Pine View Girls
52014	Salmen High School
52015	Sixth Ward Jr. High
52016	Slidell High
52017	Southeast La. Hospital

TANGIPAHOA

53001	Amite
53002	Chesbrough
53003	Hammond High
53004	Hammond Jr. High
53005	Independence Boys High
53006	Kentwood High
53007	Loranger High
53008	Ponchatoula
53009	Spring Creek

TENSAS

54001	Davidson, J. M.
54002	Newellton
54003	Tensas Career Center
54004	Waterproof

TERREBONE

55001	Bourgeois, H. L.
55002	Evergreen
55003	Grand Caillou
55004	Lacache
55005	Montegut Middle
55006	Oaklawn
55007	South Terrebonne
55008	Terrebonne High, Bld. A.
55009	Terrebonne High, Bld. B.
55010	Village East Middle Vocational Technical

UNION

56001	Bernice
56002	Downsville
56003	Farmerville High
56004	Junction City
56005	Linville High
56006	Marion
56007	Spearsville

VERMILION

57001	Abbeville High
57002	Abbeville Jr. High
57003	Broussard E
57004	Erath
57005	Gueydan
57006	Henry
57007	Indian Bayou
57008	Kaplan High
57009	Maurice
57010	Meaux
57011	Pecan Island

VERNON

58001	Anacoco
58002	Evans
58003	Hicks
58004	Hornbeck
58005	Leesville High
58006	Pickering
58007	Pitkin
58008	Rosepine
58009	Simpson
58010	Vernon Career Voc. Center

WASHINGTON

59001	Franklinton Jr. High
59002	Franklinton Sr. High
59003	Mt. Hermon
59004	Pine
59005	Varnado High

WEBSTER

60001	Cotton Valley
60002	Doyline
60003	Minden
60004	Sarepta
60005	School Away from School
60006	Shongaloo
60007	Sibley
60008	Springhill High
60009	Webster Jr. High

WEST BATON ROUGE

61001	Brusly
61002	Port Allen High

WEST CARROLL

62001	Epps
62002	Forest
62003	Goodwill
62004	Kilbourne
62005	Oak Grove High
62006	Pioneer High

WEST FELICIANA

63001	St. Francisville Jr. High
63002	St. Francisville Sr. High

WINN

64001	Atlanta
64002	Calvin
64003	Dodson
64004	Sikes
64005	Winnfield Jr. High
64006	Winnfield Sr. High

CITY OF MONROE

65001	Carroll High
65002	Neville
65003	Wossman

CITY OF BOGALUSA

66001	Bogalusa Sr. High

VOCATIONAL-TECHNICAL SCHOOL CODE NUMBERS

70001	New Orleans Regional Institute
70011	Chalmette Area Vo-Tech School
70021	Jefferson Parish W. Bank Area Vo-Tech School
70031	Orleans Area Vo-Tech School
70041	Jefferson Parish E. Bank Area Vo-Tech School
70051	Port Sulphur Branch Vo-Tech School
70062	Baton Rouge Regional Vo-Tech Institute
70072	Capitol Area Vo-Tech School
70081	Jackson Branch Vo-Tech School
70091	Florida Parishes Branch Vo-Tech School
70101	Ascension Parish Branch Vo-Tech School
70111	Hammond Area Vo-Tech School
70121	Sullivan Area Vo-Tech School
70131	Slidell Area Vo-Tech School
70141	Memorial Area (Branch) Vo-Tech School
70152	Westside Branch Vo-Tech School
70161	West Baton Rouge Branch Vo-Tech School

**Additional numbers to be used by each vocational school.

70171	South Louisiana Regional Vo-Tech School
70181	Thibodaux Area Vo-Tech School
70193	Laplace Area Vo-Tech School
70201	Golden Meadow Branch Vo-Tech School
70211	Lafayette Regional Institute
70221	T. H. Harris Area Vo-Tech School
70231	Teche Area Vo-Tech School
70241	Gulf Area Vo-Tech School
70251	Southwest Louisiana Area Vo-Tech School
70264	Young Memorial Area Vo-Tech School
70271	Ville Platte Branch Vo-Tech School
70281	Evangeline Tri-Parish Area Vo-Tech School
70291	Sowela Technical Institute
70301	Oakdale Branch Vo-Tech School
70311	Jefferson Davis Branch Vo-Tech School
70321	Cameron Branch Vo-Tech School
70331	Alexandria Trade School (Regional Institute)
70346	Fort Polk-DeRidder Area Vo-Tech School
70351	Concordia Parish Area Vo-Tech School
70366	Huey P. Long Memorial Area Vo-Tech School
70371	Avoyelles Branch Vo-Tech School
70381	Jena Branch Vo-Tech School
70391	Shreveport-Bossier Vo-Tech School
70401	Northwest Area Vo-Tech School
70411	Natchitoches Central Area Vo-Tech School
70421	Sabine Valley Area Vo-Tech School
70431	Mansfield Branch Vo-Tech School

70441	Ruston Branch Vo-Tech School
70451	Ouachita Valley Regional Technical Institute
70461	Tallulah Area Vo-Tech School
70471	Northeast Louisiana Branch Vo-Tech School
70481	Bastrop Branch Vo-Tech School
70491	North Central Area Vo-Tech School
70501	Lake Providence Branch Vo-Tech School

APPENDIX C

LOUISIANA ZIP CODE NUMBERS*

Post Office	Zip Code
Abbeville	70510
Abita Springs	70420
Acadia Academy R. Sta. Eunice	70535
Acme	71316
Addis	70710
Aimwell	71401
Akers	70421
Albany	70711
Alco	71402
ALEXANDRIA	
Allemanas	70030
Alto	71216
Ama	70031
Amelia	70340
Amite	70422
Anacoco	71403
Angie	70426
Angola	70712
Annex, Sta. Shreveport	
Ansley	71217
Arabi	70032
Arcadia	71001
Archibald	71218
Archie	71317
Arnaudville	70512
Ashland	71002
Athens	71003
Atlanta	71404
Audubon, Sta. Baton Rouge	
Avery Island	70513
Bains	70713
Baker	70714
Baldwin	70514
Ball	71405
Barataria	70036
Barksdale Air Force Base, Br. Shreveport	
Basile	70515
Baskin	71219
Bastrop	71220
Batchelor	70745
BATON ROUGE	
Bayou Chicot, R. Sta. Ville Platte	70586
Bayou Goula	70716
Bayou Sorrel, R. Sta. Plaquemine	70764
Bayou Vista, R. Sta. Morgan City	70380
Bel, Ind. R. Sta. Reeves	70658
Belcher	71004
Bell City	70630
Belle Chasse	70037
Belle River, R. Sta. Morgan City	70380
Bellerose	70341
Bellevue, R. Sta. Haughton	71037
Belmont	71406
Benson	71005
Bentley	71407
Benton	71006
Bermuda	71408
Bernice	71222
Berwick	70342
Bethany	71007
Bienville	71008
Big Bend	71318
Blanchard	71009
Blanks	70717
Bogalusa	70427
Bonita	71223
Bon Marche, Sta. Baton Rouge	70806
Book	71319
Boothville	70038
Bordelonville	71320
Bosco	71224
Bossier City	71010
Bourg	70343
Boutte	70039
Boyce	71409
Braithwaite	70040
Branch	70516
Breaux Bridge	70517
Bridge City, Br. Westwego	70094
Brittany	70718
Broadmoor, Sta. New Orleans	
Broadview, Sta. Baton Rouge	
Broussard	70518
Brownfields, Br. Baton Rouge	70807
Brusly	70719
Bryceland	71014
Buckeye	71321
Bueche	70720
Bunkie	71322
Buras	70041
Burnside, R. Sta. Gonzales	70737
Bush	70431
Bywater, Sta. New Orleans	
Cade	70519
Calcasieu, R. Sta. Glenmora	71433
Calhoun	71225
Calvin	71410
Cameron	70631
Camp Leroy Johnson, Sta. New Orleans	70140
Campti	71411
Conkton, R. Sta. Sunset	70584
Capitol, Sta. Baton Rouge	
Carencro	70520
Carlisle	70042
Carrollton, Sta. New Orleans	
Carville	70721
Caspiana	71015
Castor	71016
Catahoula, R. Sta. Saint Martinville	70582
Cecilia	70521
Cedar Grove, Sta. Shreveport	
Centenary, Sta. Shreveport	
Center Point	71323
Centerville	70522
Chalmette	70043
Charenton	70523
Chase	71324
Chataignier	70524
Chatham	71226
Chauvin	70344
Chef Menteur, Sta. New Orleans	
Cheneyville	71325
Chennault Air Force Base (MOU of Lake Charles)	
Chestnut	71017
Chopin	71412
Choudrant	71227
Church Point	70525
Clare	71413
Clarence	71414
Clarks	71415
Clay	71228
Clayton	71326
Clifton	70432
Clinton	70722
Cloutierville	71416
Colfax	71417
College, Sta. Hammond	70402
Collinston	71229
Columbia	71418
Convent	70723
Converse	71419
Cooper Road, Br. Shreveport	71107
Corbin	70724
Cottonport	71327
Cotton Valley	71018
Coushatta	71019
Covington	70433
Creole	70632
Creston	71020
Crowley	70526
Crowville	71230
Cullen	71021
Custom House, Sta. New Orleans	
Cut Off	70345
Cypress	71420
Darnell	71231
Darrow	70725
Davant	70046
Delcambre	70528
Delhi	71232
Delta	71233
Denham Springs	70726
De Quincy	70633
De Ridder	70634
Derry	71421
Destrehan	70047
Deville	71328
Diamond	70048
Dixie	71022
Dodson	71422
Donaldsonville	70346
Donner	70352
Downsville	71234
Doyline	71023
Drew, Sta. Lake Charles	
Dry Creek	70637
Dry Prong	71423
Dubach	71235
Dubberly	71024
Dulac	70353
Dunn	71236
Duplessis	70728
Dupont	71329
Duson	70529
Easton	70530
East Point	71025
Echo	71330
Edgard	70049
Edgerly, R. Sta. Vinton	70668
Effie	71331
Egan	70531
Elizabeth	70638
Elmer	71424
Elton	70532
Embarkation, Sta. New Orleans	70140
Empire	70050
England Air Force Base, Br. Alexandria	
Enterprise	71425
Eola	71332
Epps	71237
Erath	70533
Eros	71238
Erwinville	70729
Estherwood	70534
Ethel	70730
Eunice	70535
Evangeline	70537
Evans	70639
Evergreen	71333
Extension	71239
Fairbanks	71240
Fair Grounds, Sta. Shreveport	71109
Farmerville	71241
Felixville	70731
Fenton	70640
Ferriday	71334
Fields	70641
Fisher	71426
Flatwoods	71427
Flora	71428
Florien	71429
Fluker	70436
Folsom	70437
Forbing	71026
Fordoche	70732
Forest	71242
Forest Hill	71430
Fort Necessity	71243
Fort Polk, Ind. Br. Leesville	71446
Foster Drive, Sta. Baton Rouge	70806
Fountain Place, Br. Baton Rouge	
Franklin	70538
Franklinton	70438
Freestate Shopping Center, Sta. Shreveport	71107
French Settlement	70733
Frierson	71027
Frisco, Ind. R. Sta. Livonia	70755
Frogmore	71335
Fullerton	70642
Galliano	70354
Garden City	70540
Gardner	71431
Garyville	70051
Geismar	70734
Gentilly, Sta. New Orleans	
Georgetown	71432
Gheens	70355
Gibsland	71028
Gibson	70356
Gilbert	71336
Gilead	70735
Gilliam	71029
Girard	71244
Glenmora	71433
Gloster	71030
Glynn	70736
Golden Meadow	70357

*Excluding the metropolitan areas (A complete Louisiana Directory will be needed for these numbers.)

Post Office	Zip Code
Goldonna	71031
Gonzales	70737
Good Hope, Br. Norco	70079
Good Pine	71337
Gorum	71434
Goudeau	71338
Gramblin	71245
Gramercy	70052
Grand Cane	71032
Grand Chenier	70643
Grand Coteau	70541
Grand Isle	70358
Grant	70644
Gray	70359
Grayson	71435
Greensburg	70441
Greenwell Springs	70739
Greenwood	71033
Gretna	70053
Grosse Tete	70740
Gueydan	70542
Gurley	70741
Hackberry	70645
Hahnville	70057
Haile	71246
Hall Summit	71034
Hamburg	71339
Hammond	
Main Office	70401
College Station Boxes	70402
Rural Routes	70401
Hanna	71035
Harahan, Br. New Orleans	
Hardwood	70742
Harmon	71036
Harrisonburg	71340
Harvey	70058
Haughton	71037
Hayes	70646
Haynesville	71038
Hebert	71436
Heflin	71039
Henderson, R. Sta. Breaux Bridge	70517
Hessmer	71341
Hester	70743
Hicks	71437
Highland Road, Br. Baton Rouge	70808
Hineston	71438
Hodge	71247
Holden	70744
Holly Ridge	71248
Hollywood	70745
Homer	71040
Hornbeck	71439
Hospital, Br. Alexandria	71301
Hosston	71043
Houma	
Main Office Carriers	70360
Main Office Boxes	70361
Rural Routes	70360
Husser	70442
Iberville	70746
Ida	71044
Independence	70443
Innis	70747
Iota	70543
Iowa	70647
Istrouma, Sta. Baton Rouge	
Jackson	70748
Jamestown	71045
Jarreau	70749
Jeanerette	70544
Jefferson, Br. New Orleans	
Jefferson Island	70545
Jena	71342
Jennings	70546
Jewella, Sta. Shreveport	
Jigger	71249
Jones	71250
Jonesboro	71251
Jonesville	71343
Joor Road, R. Sta. Baton Rouge	70805
Joyce	71440
Junction City (See Ark.)	71749
Kaplan	70548
Keatchie	71046
Keithville	71047
Kelly	71441
Kenner	70062
Kentwood	70444
Kilbourne	71253
Killona	70066
Kinder	70648
Kisatchie	71442
Klotzville	70370
Knight	70649
Kolin, R. Sta. Alexandria	71301
Kraemer	70371
Kratz Springs	70750
Kurthwood	71443
Labadieville	70372
Laborre	70751
Lacamp	71444
Lacassine	70650
Lacombe	70445
LAFAYETTE	
Lafayette Square, Sta. New Orleans	
Lafitte	70067
Lagan, R. Sta. Saint James	70086
Lake Arthur	70549
LAKE CHARLES,	70601
Lakeland	70752
Lake Providence	71254
Lakeshore, Sta. Shreveport	71109
Lakeview, Sta. New Orleans	
Laplace	70068
Larose	70373
Larto	71344
Lawtell	70550
Leander	71445
Lebeau	71345
Le Blanc	70651
Lecompte	71346
Leesville	71446
Le Moyen	71347
Lena	71447
Leonville	70551
Lettsworth	70753
Lewisburg, R. Sta. Church Point	70525
Libuse	71348
Lillie	71256
Linville	71257
Lisbon	71048
Litroe	71258
Livingston	70754
Livonia	70755
Lockport	70374
Logansport	71049
Longleaf	71448
Longstreet	71050
Longville	70652
Loranger	70446
Loreauville	70552
Lottie	70756
Louise	70553
Louise Street, Sta. Baton Rouge	
Louisville, Sta. Monroe	
Lucy	70069
Luling	70070
Lutcher	70071
McDade	71051
Madisonville	70447
Mamou	70554
Mandeville	70448
Mangham	71259
Manifest	71349
Mansfield	71052
Mansura	71350
Many	71449
Maplewood, Br. Sulphur	70663
Maringouin	70757
Marion	71260
Marksville	71351
Marrero	70072
Marthaville	71450
Mathews	70375
Maurepas	70449
Maurice	70555
Mayna	71352
Meeker, R. Sta. Lecompte	71346
Melder	71451
Melrose	71452
Melville	71353
Meraux	70075
Mermentau	70556
Mer Rouge	71261
Merrydale, Sta. Baton Rouge	70805
Merryville	70653
METAIRIE	
Mid City, Sta. New Orleans	
Midland	70557
Milton	70558
Minden	71055
Mira	71059
Mitchell	71453
Mittie	70654
Mix	70758
Modeste	70376
MONROE	
Montegut	70377
Monterey	71354
Montgomery	71454
Montpelier, R. Sta. Amite	70422
Mooringsport	71060
Mora	71455
Moreauville	71355
Morgan City	70380
Morganza	70759
Morningside, Sta. Shreveport	
Morrow	71356
Morse	70559
Moss Bluff, R. Sta. Lake Charles	70603
Mound	71262
Mount Airy	70076
Mount Hermon	70450
Nairn	70077
Napoleonville	70390
Natalbany	70451
Natchez	71456
Natchitoches	71457
Naval Auxiliary Air Station, Br. New Iberia	70560
Negreet	71460
Newellton	71357
NEW IBERIA	
Newllano	71461
NEW ORLEANS	
New Roads	70760
New Sarpy	70078
New Verda, R. Sta. Montgomery	71454
Noble	71462
Norco	70079
Northeast, Sta. Monroe	71205
Northwestern (Sta. Natchitoches	71457
Norwood	70761
Oakdale	71463
Oak Grove	71263
Oak Ridge	71264
Oberlin	70655
Oil Center, Sta. Lafayette	
Oil City	71061
Olla	71465
Opelousas	70570
Oscar	70762
Otis	71466
Ouachita, Sta. Monroe	
Oxford	71062
Paincourtville	70391
Palmetto	71358
Paradis	70080
Parhams	71359
Parks, R. Sta. Saint Martinville	70582
Patterson	70392
Paulina	70763
Pearl River	70452
Pelican	71063
Perry	70575
Perryville	71265
Pierre Part, R. Sta. Bellerose	70341
Pilottown	70081
Pine Grove	70453
Pine Prairie	70576
Pineville	71360
Pioneer	71266
Pitkin	70656
Plain Dealing	71064
Plaquemine	70764
Plattenville	70393
Plaucheville	71362
Pleasant Hill	71065
Plettenberg	70766
Point	71267
Point Clair, Br. Carville	70721
Pointe a la Hache	70082
Polleck	71467
Ponchatoula	70454

APPENDIX B

EDIT REQUIREMENTS FOR FORM VK25-01

ITEM NUMBER	REQUIREMENTS
1.	Social Security Number--All forms must contain the student's social security number or an assigned number. Any former student who does not have a social security number is to be assigned one of the nine digit sequential numbers found in APPENDIX L, page . If neither is present, the record will be rejected.
2.	Occupational Code Number--This item must be completed and match one of the "Acceptable" codes as established by the bureau.
3.	School Code--This item must be completed and match a table of "Acceptable" school codes as established by the bureau.
4.	School Year--Each document must contain the school year and be recorded YY-YY. Example: 74-75. If not, the document will be rejected.
5.-8.	All forms must contain the student's complete name and address including zip code. If not, the transaction will be rejected.
9.	Student Phone Number--If this item is left blank, the system will assume the student did not have a phone and accept the transaction. If this item is completed the data must be a number from 0-9. If not, the transaction will be rejected. The system will accept the telephone number with or without the area code.
10.	Sex--The only acceptable values are 1 and 2. All others will be rejected.
11.	Race--The only acceptable values are 1, 2, and 3. All others will be rejected.
12.	Departure Status--The only acceptable values are 1 and 2. All others will be rejected.
13.	Skill Level--The only acceptable values are 1 and 2. All others will be rejected.

14. Program Level--The only acceptable values are 1, 2, and 3. All others will be rejected.

15. Vocational Training Completed--If this item is left blank, the record will be accepted.

16. Co-op--The only acceptable values are 1 and 2. All others will be rejected.

17. Disadvantaged--The only acceptable values are 1 and 2. All others will be rejected.

18. Handicapped--The only acceptable values are 1 and 2. All others will be rejected.

19. Name of Parent or Guardian--This item must be completed or the transaction will be rejected.

20-22. Address of Parent or Guardian--If this item is blank the information from items 6, 7, and 8 will be used.

23. Telephone Number of Parent or Guardian--If this item is left blank, the system will assume the parent or guardian did not have a phone and accept the transaction. If this item is completed, the data must be a number from 0-9. If not, the transaction will be rejected. The system will accept the telephone with or without the area code.

24. Teacher's Name--Each document must contain the teacher's name. If not, the transaction will be rejected.

APPENDIX C

EDIT REQUIREMENTS FOR FORM VK25-02

ITEM NUMBER	REQUIREMENTS
1.	Student Name--If this item is left blank, the transaction will be accepted. If this item is completed, the data will replace the data captured on Form VK25-01.
2.	Student Address--Same as Item 1.
3.	Employment Status--The only allowable combinations are as follows: 3A1A, 3A1B, 3A1C, 3A2, 3B1, 3B2, 3B3, 3C, 3D All others will be rejected.
4.	The transaction will be accepted if items 4, 5, and 6 are not completed.

APPENDIX D

EDIT REQUIREMENTS FOR FORM VK25-03

ITEM NUMBER	REQUIREMENTS
1.-3.	If these items are left blank, the transaction will be accepted. If these items are completed the data will replace the data captured on Form VK25-01.
4.	Employment Status--The only allowable codes are as follows: 4A1, 4A2A, 4A2B, 4A2C, 4B1, 4B2, 4B3, 4B4.
5.	Name of Supervisor--If this item is left blank, the transaction will be accepted.
6.-7.	Name and Address of Employer--If either/or items 4A1, 4A2A, 4A2B, 4A2C are checked, items 6 and 7 must be completed or the transaction will be rejected.
8.	Description of Work--This item will not be computerized.
9.	Vocational-Technical Training--The acceptable codes are as follows: 1 (Excellent), 2 (Good), 3 (Adequate), 4 (Poor), or (Blank) All others will be rejected.
10. (A-I)	Aspects of Vocational Program--Same as item 9.

APPENDIX E

EDIT REQUIREMENTS FOR FORM VK25-04

The only acceptable codes for all of Form VK25-04 are as follows:

1	(Does Not Apply)
2	(Excellent)
3	(Good)
4	(Adequate)
5	(Poor)
	(Blanks)

All others will be rejected.

APPENDIX F

VOCATIONAL EDUCATION LOG CONTROL BOOK

Make an entry into the log each time forms are forwarded to Data Reduction and returned to the bureau from Data Reduction.

Batch Number	Date Forwarded	Form Type	Number in Batch	Date Returned
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
continue to ∞				

APPENDIX G

BATCH CONTROL TICKET

Batch Number _____

Date Submitted _____

Type of Forms _____

Number of Forms in Batch _____

Submitted By: _____

APPENDIX H

BATCHING PROCEDURE

1. Each group of documents must have a batch ticket, properly filled out, before documents can be sent to Data Reduction.

2. Complete each batch ticket for the following items: date, form type, number of forms in batch, batch number. The batch numbers are found in the "Vocational Education Log Control Book." These batch numbers will begin at 1 (one) and go to 999999. See APPENDIX F, page 60, for a sample batch ticket and APPENDIX G , page 61 , for a sample Log Control Book.

3. The first report in the follow-up system will be the transaction list and balance report. At the end of each batch on the list and balance report will be the "Batch Total." This figure must match the figure entered in the Log Control Book when the documents were sent out. If the figures disagree, compare the documents to the transaction list and balance report to locate the missing item or items.

APPENDIX I

OFFICE OF INFORMATION SERVICES
REQUEST FOR DATA CONVERSION

Convert the attached data for Project Number (V K 2 5)

[X] According to instructions in your file.

[ ] According to the following instructions:

FROM

Department Name Bureau of Vocational Education

Room number & Building 803 Education Building

Requestor's Name Follow-up System Coordinator

Telephone Number 389-2312

RETURN TO

Name Same

Room number & Building Same

OUTPUT FORMAT

[ ] Tape [ ] 7 Track [X] 9 Track

Blocking Factor [ ] Standard (Tape Mark, 80/800, Tape Mark)

[X] Other 276 Blocked 1

[ ] Punched Cards Interpreted [ ] yes [ ] no

Type of Card [ ] Standard 5081 Manila

[ ] Other

Code [ ] U-494 [ ] H-6000 [ ] Machine (assumed)

VERIFICATION REQUIRED [ ] yes [ ] no

DELIVERY [X] Messenger [ ] Pickup [ ] Call Requestor

Job completion required by __/__/__

Requested by Coordinator (Signature) (current) __/__/__ (Date)

SUBMIT TO

DATA REDUCTION CENTER
ATTENTION SUPERVISOR
EMPLOYMENT SECURITY BUILDING
3rd flr ROOM 346, N 23rd STREET

PHONE NO 387-2192 ext 331 or 332

FOR DATA REDUCTION CENTER USE ONLY

DATE RECEIVED __/__/__

DATE COMPLETED __/__/__

REMARKS

FORM # OIS 118 2/74 R10/74

APPENDIX J

FORM VK25-00

VOCATIONAL EDUCATION
STUDENT FOLLOW-UP SYSTEM

'FORMS REQUEST RUN'

VK2501 - Balance & Edit Report
VK2502 - Teacher Forms Request - Form VK25-02
VK2503 - Student Mailing Labels
VK2504 - Employer Mailing Labels
VK2505 - Student Evaluation of Training
VK2506 - Employer Evaluation
VK2507 - Employment Status - Student Responses
VK2508 - Employment Status - Teacher Responses

Please run ☐☐☐☐☐☐

Region (1 - 8, 0 = ALL) ☐

Parish Code (00 = ALL) ☐☐

School Code (00000 = ALL) ☐☐☐☐☐

School Year - YYYY ☐☐☐☐

Occupational Objective Code ☐☐ ☐☐☐☐
0000 = ALL

Program Level ☐
0 - All
1 - Secondary
2 - Post Secondary
3 - Adult - Preparatory

Desired Percentage ☐☐☐

APPENDIX K

VK 2501 -- BALANCE & EDIT REPORT

09-04-75

VOCATIONAL EDUCATION
REJECT REPORT VK2501

SSN	ERROR MESSAGE	BATCH #
000-00-0163	*TRANSACTION TYPE ERROR*	000002
000-00-0163	*TRANSACTION TYPE ERROR*	000003
000-00-0189	*SCHOOL CODE NOT ACCEPTABLE*	000001
000-00-0189	*TRANSACTION TYPE ERROR*	000002
000-00-0189	*03 EMPLOYMENT STATUS INVALID*	000003
000-00-0189	*TRANSACTION TYPE ERROR*	000004
000-00-0204	*SCHOOL CODE NOT ACCEPTABLE*	000001
000-00-0204	*02 EMPLOYMENT STATUS INVALID*	000002
000-00-0204	*03 EMPLOYMENT STATUS INVALID*	000003
000-00-0204	*TRANSACTION TYPE ERROR*	000004
000-00-0278	*02 EMPLOYMENT STATUS INVALID*	000002
000-00-0287	*02 EMPLOYMENT STATUS INVALID*	000002
389-52-4403	*SCHOOL CODE NOT ACCEPTABLE*	000001
389-52-4403	*TRANSACTION TYPE ERROR*	000002
389-52-4403	*03 EMPLOYMENT STATUS INVALID*	000003
389-52-4403	*TRANSACTION TYPE ERROR*	000004
432-96-2301	*SCHOOL CODE NOT ACCEPTABLE*	000001
432-96-2301	*TRANSACTION TYPE ERROR*	000002
433-44-1608	*02 EMPLOYMENT STATUS INVALID*	000002
433-86-0598	*SCHOOL CODE NOT ACCEPTABLE*	000001
433-86-0598	*TRANSACTION TYPE ERROR*	000002
433-86-0598	*TRANSACTION TYPE ERROR*	000003
433-86-0598	*TRANSACTION TYPE ERROR*	000004
433-88-2579	*SCHOOL CODE NOT ACCEPTABLE*	000001
433-88-2579	*TRANSACTION TYPE ERROR*	000002
433-88-2579	*03 EMPLOYMENT STATUS INVALID*	000003
433-88-2579	*TRANSACTION TYPE ERROR*	000004
433-88-2621	*SCHOOL CODE NOT ACCEPTABLE*	000001
433-88-2621	*TRANSACTION TYPE ERROR*	000002
433-88-2621	*TRANSACTION TYPE ERROR*	000003
433-88-7802	*03 EMPLOYMENT STATUS INVALID*	000003
433-88-9027	*SCHOOL CODE NOT ACCEPTABLE*	000001
433-88-9027	*TRANSACTION TYPE ERROR*	000002
433-88-9027	*TRANSACTION TYPE ERROR*	000003
433-88-9027	*TRANSACTION TYPE ERROR*	000004
433-88-9505	*03 EMPLOYMENT STATUS INVALID*	000003
433-88-9562	*SCHOOL CODE NOT ACCEPTABLE*	000001
433-88-9562	*TRANSACTION TYPE ERROR*	000002
433-88-9562	*TRANSACTION TYPE ERROR*	000003
433-88-9562	*TRANSACTION TYPE ERROR*	000004
433-88-9832	*03 EMPLOYMENT STATUS INVALID*	000003
433-90-8588	*SCHOOL CODE NOT ACCEPTABLE*	000001
433-90-8588	*02 EMPLOYMENT STATUS INVALID*	000002
433-90-8588	*03 EMPLOYMENT STATUS INVALID*	000003
433-90-8753	*SCHOOL CODE NOT ACCEPTABLE*	000001
433-90-8753	*TRANSACTION TYPE ERROR*	000002
433-90-8753	*TRANSACTION TYPE ERROR*	000003
433-90-8753	*TRANSACTION TYPE ERROR*	000004
433-96-6276	*SCHOOL CODE NOT ACCEPTABLE*	000001
433-96-6276	*TRANSACTION TYPE ERROR*	000002
433-96-6276	*03 EMPLOYMENT STATUS INVALID*	000003

APPENDIX L

SOCIAL SECURITY NUMBER TABLE

Assigned Number*	Student Name	School Code Number
000-00-0001		
000-00-0002		
000-00-0003		
000-00-0004		
000-00-0005		
000-00-0006		
000-00-0007		
000-00-0008		
000-00-0009		
000-00-0010		
000-00-0011		
000-00-0012		
000-00-0013		
000-00-0014		
000-00-0015		
000-00-0016		
000-00-0017		
000-00-0018		
000-00-0019		
000-00-0020		
(continue to ∞)		

*This is the number assigned in lieu of Social Security Number.

APPENDIX M

FIRST LETTER TO THE FORMER STUDENT

The Louisiana State Department of Education is attempting to collect realistic information about what kinds of training will be desirable for future vocational students. Your assistance is needed in evaluating the vocational training which you received in school. The vocational program you were enrolled in is printed on the gum label on your questionnaire.

Please complete the attached questionnaire and return it within one week in the enclosed envelope. This information will remain confidential.

Your help in this study will be greatly appreciated. Thank you.

Sincerely,

Enclosure

APPENDIX N

SECOND LETTER TO THE FORMER STUDENT

Recently we mailed you a questionnaire relating to the evaluation of the vocational training you received while in school. As of this date we have not received your reply.

Will you kindly complete the enclosed form and return it promptly in the enclosed envelope? Your cooperation is urgently needed.

Thank you very much for your attention.

Sincerely,

Enclosure

APPENDIX O

THIRD LETTER TO THE FORMER STUDENT

Your cooperation is urgently needed!

You were requested to assist the state of Louisiana in evaluating vocational training you received while attending a vocational-technical school. It is very important that we have your reply. In the event that you have misplaced previous questionnaires mailed to you, we are enclosing an additional form.

It would be greatly appreciated if you would take a few minutes to complete this form and return it to us in the enclosed stamped envelope.

I trust that we will hear from you soon.

Sincerely,

Enclosure

APPENDIX P

VK2507 -- EMPLOYMENT STATUS - STUDENT RESPONSES

REPORT NO. VK2507-01 09-05-75 V O C A T I O N A L E D U C A T I O N
REGION 4 STUDENT FOLLOW UP SYSTEM
PARISH 49 STUDENT RESPONSES
SCHOOL WASHINGTON ADULT-PREPARATORY

OCCUPATIONAL OBJECTIVE	SEX	RACE	*--NOT AVAILABLE FOR PLACEMENT--* HOME MAKER	ARMED FORCES	SCHOOL	OTHER	*-----NUMBER IN LABOR FORCE-------* OCCUP TRAINED	RELATED OCCUP	OTHER	PART TIME	UN-EMPLD
PARISH TOTALS	MALE	BLACK	0	2	2	0	0	1	1	0	1
		WHITE	0	1	2	0	3	9	1	1	7
		OTHER	0	0	0	0	0	0	0	0	0
	FEMALE	BLACK	0	0	4	3	2	0	3	0	12
		WHITE	4	0	10	3	0	2	1	1	9
		OTHER	0	0	0	0	0	0	0	0	0

APPENDIX Q

VK2505 -- STUDENT EVALUATION OF TRAINING

REPORT NO VK2505-01 — VOCATIONAL EDUCATION — 09-05-75
REGION 4
PARISH 49 — STUDENT FOLLOW UP SYSTEM
SCHOOL GRAND PRAIRIE — STUDENT EVALUATION
SECONDARY

OCCUPATIONAL OBJECTIVE	ITEMS TO BE RATED	EXCELLENT	GOOD	ADEQUATE	POOR
AGRICULTURAL PRODUCTION	VOCATIONAL COURSES	3	1		
	VOCATIONAL INSTRUCTOR	3	1		
	SUBJECT MATTER UP-TO-DATE	3	1		
	HELP IN FINDING FULL-TIME JOB	3	1		
	COUNSELING	4			
	HELP IN MAKING CAREER DECISIONS	4			
	HELP IN SECURING PART TIME EMPLOYMENT	3	1		
	STUDY, LIBRARY, AND OTHER RESOURCES	4			
	FACILITIES AND EQUIPMENT	3	1		
AGRICULTURAL SUPPLIES/SERVICES	VOCATIONAL COURSES	2	1		
	VOCATIONAL INSTRUCTOR	1	2		
	SUBJECT MATTER UP-TO-DATE	1	1	1	
	HELP IN FINDING FULL-TIME JOB	1	2		
	COUNSELING	2	1		
	HELP IN MAKING CAREER DECISIONS	1	1		1
	HELP IN SECURING PART TIME EMPLOYMENT	1	1		1
	STUDY, LIBRARY, AND OTHER RESOURCES	1	1		1
	FACILITIES AND EQUIPMENT	1	1		1
AGRICULTURAL MECHANICS	VOCATIONAL COURSES	4			
	VOCATIONAL INSTRUCTOR	3	1		
	SUBJECT MATTER UP-TO-DATE	3	1		
	HELP IN FINDING FULL-TIME JOB	3	1		
	COUNSELING	3		1	
	HELP IN MAKING CAREER DECISIONS	3		1	
	HELP IN SECURING PART TIME EMPLOYMENT	3		1	
	STUDY, LIBRARY, AND OTHER RESOURCES	3	1		
	FACILITIES AND EQUIPMENT	3		1	
AGRICULTURAL RESOURCES	VOCATIONAL COURSES	1			
	VOCATIONAL INSTRUCTOR	1			
	SUBJECT MATTER UP-TO-DATE	1			
	HELP IN FINDING FULL-TIME JOB	1			
	COUNSELING	1			
	HELP IN MAKING CAREER DECISIONS	1			
	HELP IN SECURING PART TIME EMPLOYMENT	1			
	STUDY, LIBRARY, AND OTHER RESOURCES	1			
	FACILITIES AND EQUIPMENT	1			
FORESTRY	VOCATIONAL COURSES	1			
	VOCATIONAL INSTRUCTOR	1			
	SUBJECT MATTER UP-TO-DATE	1			
	HELP IN FINDING FULL-TIME JOB	1			
	COUNSELING	1			
	HELP IN MAKING CAREER DECISIONS	1			
	HELP IN SECURING PART TIME EMPLOYMENT	1			
	STUDY, LIBRARY, AND OTHER RESOURCES	1			
	FACILITIES AND EQUIPMENT	1			

APPENDIX R

VK2503 -- STUDENT MAILING LABELS

000000000
GRAND PRAIRIE
AGRICULTURAL SUPPLIES/SERVICES
3104573006
HIGGINBOTHAM GARY JANE
430 NORTH ST JOSEPH
EUNICE LOUISIANA 70535

APPENDIX S

VK 2504 -- EMPLOYER MAILING LABELS

APPAREL AND ACCESSORIES

STELLY PAUL
1015 E SANDOZ ST
OPEL LA 70570

0000000015
SUNSET HIGH VOCATIONAL
APPAREL AND ACCESSORIES

THE LAZY DAZY
MAINT ST
OPELOUSAS LA

70570 DEJERN DORA
RT 3 BOX 100
OPELOUSAS LA 70570

SELF EMPLOYED
DAIGLE XXON STATION
EUNICE
OPELOUSAS LA

0000000018
SUNSET HIGH VOCATIONAL
AUTOMOTIVE
3189423971

70570 DAIGLE KERMIT
2437 ST LANDRY AVE
OPELOUSAS LA 70570

0000000020
SUNSET HIGH VOCATIONAL
FOOD DISTRIBUTION

SEMIEN DONALD
1175 MAMIE ST
OPELOUSAS LA 70570

0000000019
SUNSET HIGH VOCATIONAL
FOOD DISTRIBUTION

KROGER'S
W LANDRY ST
OPELOUSAS LA

70570 SLOUNE BRENT
P O BOX 1051 MARKET ST
OPELOUSAS LA 70570

BARBER BOB G

0000000022
SUNSET HIGH VOCATIONAL
FOOD SERVICES
3189424685
MILLER TRISTA MARIE
2263 LEDOUX CIRCLE
OPELOUSAS LOUISIANA 70570

APPENDIX T

FIRST LETTER TO EMPLOYERS

A statewide study is being conducted to determine the suitability of former vocational students as employees. Your assistance is needed to provide information concerning these former students so that beneficial changes may be made in the education program should it be deemed necessary.

According to our records, the former student whose name appears on the attached questionnaire is one of your employees. Please complete the questionnaire and return it within one week in the enclosed envelope. It is imperative that we get your opinions as they are essential to the success of this endeavor. This information will remain confidential.

Thank you very much for your cooperation.

Sincerely,

Enclosure

APPENDIX U

SECOND LETTER TO EMPLOYERS

Recently we mailed you a questionnaire relating to the evaluation of a former vocational trainee now in your employ. As of this date we have not received your reply.

Will you kindly complete the enclosed form and return it promptly in the enclosed envelope? Your cooperation is urgently needed.

Thank you very much for your attention.

Sincerely,

Enclosure

APPENDIX V

VK2506 -- EMPLOYER EVALUATION

REPORT NO VK2506-01 V O C A T I O N A L E D U C A T I O N 09-05-75
REGION 4 STUDENT FOLLOW UP SYSTEM
PARISH 49 EMPLOYER EVALUATION
SCHOOL LEONVILLE HIGH SECONDARY

OCCUPATIONAL OBJECTIVE	ITEMS TO BE RATED	DOES NOT APPLY	EXCELLENT	GOOD	ADEQUATE	POOR
AUTO MECHANICS	SOCIAL SKILLS					
	WILLINGNESS TO ACCEPT RESPONSIBILITY	22	2	1	2	
	ABILITY TO WORK WITHOUT SUPERVISION	21	2	3	1	
	WILLINGNESS TO LEARN AND IMPROVE	21	4	1	1	
	COOPERATION WITH CO-WORKERS	21	4		2	
	COOPERATION WITH MANAGEMENT	22	4		1	
	COMPLIANCE WITH COMPANY POLICIES	21	2	4		
	VOCATIONAL SKILLS					
	USE OF MACHINES AND EQUIPMENT	21	3	2		1
	MATHMATICS SKILLS	23		2	2	
	SCIENCE SKILLS	23		3	1	
	COMMUNICATION SKILLS	22	2	2	1	
	TECHNICAL KNOWLEDGE	22	1	4		
	VOCATIONAL TRAINING OF EMPLOYEE	23	1	2	1	
	JOB SKILLS	21	2	3		1
	WORK HABITS					
	QUALITY OF WORK	21	2	3	1	
	QUANTITY OF WORK	21	3	2	1	
	WORK ATTENDANCE	21	2	2	1	1
	PUNCTUALITY	21	2	3		1
	OVERALL SUITABILITY OF EMPLOYEE	21	3	2		1

APPENDIX W

VK 2508 -- EMPLOYMENT STATUS - TEACHER RESPONSES

REPORT NO. VK2508-01 09-05-75 V O C A T I O N A L E D U C A T I O N
REGION 4 STUDENT FOLLOW UP SYSTEM
PARISH 49
SCHOOL SUNSET HIGH VOCATIONAL

OCCUP OBJ GENERAL MERCHANDISE

SEX	RACE	*-----GRADUATES-----* LEFT WITH SKILLS	LEFT WITH-OUT SKILLS	*NOT AVAILABLE FOR PLACE* ARMED FORCES	SCHOOL	OTHER	*----NUMBER IN LABOR FORCE----* OCCUP TRAIN	RELATD OCCUP	OTHER	PART TIME	UNEMPLD	STATUS UNKNWN	LEFT WITH SKILL	LEFT W/OUT SKILL	HAND-ICAP	DIS-ADVAN	CO-OP
MALE	BLACK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	WHITE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FEMALE	BLACK	2	0	0	1	0	0	1	0	0	0	0	0	0	0	2	2
	WHITE	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
	OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

OCCUP OBJ INDUSTRIAL MARKETING

SEX	RACE	*-----GRADUATES-----* LEFT WITH SKILLS	LEFT WITH-OUT SKILLS	*NOT AVAILABLE FOR PLACE* ARMED FORCES	SCHOOL	OTHER	*----NUMBER IN LABOR FORCE----* OCCUP TRAIN	RELATD OCCUP	OTHER	PART TIME	UNEMPLD	STATUS UNKNWN	LEFT WITH SKILL	LEFT W/OUT SKILL	HAND-ICAP	DIS-ADVAN	CO-OP
MALE	BLACK	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1
	WHITE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FEMALE	BLACK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	WHITE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

OCCUP OBJ ACCTNG. & COMPUTING OCCUPATIONS

SEX	RACE	*-----GRADUATES-----* LEFT WITH SKILLS	LEFT WITH-OUT SKILLS	*NOT AVAILABLE FOR PLACE* ARMED FORCES	SCHOOL	OTHER	*----NUMBER IN LABOR FORCE----* OCCUP TRAIN	RELATD OCCUP	OTHER	PART TIME	UNEMPLD	STATUS UNKNWN	LEFT WITH SKILL	LEFT W/OUT SKILL	HAND-ICAP	DIS-ADVAN	CO-OP
MALE	BLACK	6	0	1	4	0	0	0	0	0	1	0	0	0	0	4	0
	WHITE	8	0	0	6	0	0	0	1	0	1	0	0	0	0	4	0
	OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FEMALE	BLACK	13	3	2	9	1	0	0	1	0	6	0	1	2	0	19	0
	WHITE	5	1	0	4	0	0	1	0	0	2	0	2	0	0	3	2
	OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

OCCUP OBJ CARPENTRY

SEX	RACE	*-----GRADUATES-----* LEFT WITH SKILLS	LEFT WITH-OUT SKILLS	*NOT AVAILABLE FOR PLACE* ARMED FORCES	SCHOOL	OTHER	*----NUMBER IN LABOR FORCE----* OCCUP TRAIN	RELATD OCCUP	OTHER	PART TIME	UNEMPLD	STATUS UNKNWN	LEFT WITH SKILL	LEFT W/OUT SKILL	HAND-ICAP	DIS-ADVAN	CO-OP
MALE	BLACK	6	0	3	0	0	1	0	0	0	0	2	0	0	0	5	0
	WHITE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FEMALE	BLACK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	WHITE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

09-04-75 V O C A T I O N A L E D U C A T I O N

TRANSACTION LIST

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000000000101010049004737 4MOREAU ROBERT                    RT 3 BOX 176-B          CHURCH POINT
 LA          705353184579805121111112MOREAU ALLEN                    RT 3 BOX 176-B          C
HURCH POINT LA          705353184579805MILLER CARMEN J                                  01000001

ACCOUNT NUMBER    0000000001

000000000201010049004737 4MCGEE JEFFERY                   RT 2 BOX 716            EUNICE LOUIS
IANA        705353184574508121111122MCGEE HUBERT                    RT 2 BOX 716            E
UNICE LA                705353184574508MILLER CARMEN J                                  01000001

ACCOUNT NUMBER    0000000002

000000000301010049004737 4FRUGE FRANCIS                   RT 2 BOX 75-H           EUNICE LA
            705353184577773121112121FRUGE CLIFFORD                  RT 2 BOX 75-H           E
UNICE LA                705353184577773MILLER CARMEN J                                  01000001

ACCOUNT NUMBER    0000000003

000000000401010049004737 4HENIEN KEITH                    RT 2 BOX 73-A           EUNICE LOUIS
IANA        705353184572123121111122HEINEN JAMES R                  RT 2 BOX 73-A           E
UNICE LA                705353184572123MILLER CARMEN                                    01000001

ACCOUNT NUMBER    0000000004

000000000501020049004737 4AUCOIN KEITH                    RT 2 BOX 530 OR P O BX 52EUNICE LA
            705353184572850121111122AUCOIN CHARLES MAGNE                            E
UNICE LA                705353184572850MILLER CARMEN J                                  01000001

ACCOUNT NUMBER    0000000005

000000000601020049004737 4HIGGINBOTHM GARY                430 N SAINT JOSEPH      EUNICE LOUIS
IANA        705353184579320121111112HIGGINBOTHM GARLAND             430 N SAINT JOSEPH      E
UNICE LA                705353184579320MILLER CARMEN J                                  01000001

ACCOUNT NUMBER    0000000006

000000000701020049004737 4THIBODEAUX JOSEPH               RT 2 BOX 142-B          EUNICE LOUIS
IANA        705353184574128121111212THIBODEAUX ALCESS               RT 2 BOX 142-B          E
UNICE LA                705353184574128MILLER CARMEN J                                  01000001

ACCOUNT NUMBER    0000000007

000000000801030049004737 4OLIVER ROY                      401 EULA ST             EUNICE LOUIS
IANA        705353184574713121111221BROUDREAUX NELMA                401 EULLA ST            E
UNICE LA                705353184574713MILLER CARMEN J                                  01000001

ACCOUNT NUMBER    0000000008

000000000901030049004737 4VIZENA ERIC                     1221 MAPLE              EUNICE LOUIS
IANA        705353184575400121111212BEE FONTENOT                    SAME AS ABOVE           E
UNICE LA                705353184575400MILLER CARMEN J                                  01000001

ACCOUNT NUMBER    0000000009

000000000101030049004737 5LEDOUX PAUL                     RT 2 BOX 647            EUNICE LA
            705353184574794121212121LEDOUX PAUL                     RT 2 BOX 647            E
UNICE LA                705353184574794MILLER CARMEN J                                  01000001
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